



TRAINING GUIDE

CONNECT Employee Self Service

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NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

CONNECT Employee Self Service

Student Name

Instructor(s) Name(s)

Class Date

Go Live Date

Help Desk 410-260-1114

Online Training Library: <http://mdcourts.gov/connect/connected>

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CONNECT Employee Self Service

Employee Self-Service

Important Information

Modern software evolves at an ever-increasing speed. A result is that there are updates to software on a regular basis. In the case of CONNECT, there will be regular updates, as needed, before Go live, and updates on a quarterly basis after Go Live. The on-line learning materials will be updated as well, which is why our on-line library of CONNECTed is such a valuable resource for you and for other learners.

This document is intended ONLY as a classroom session learning aide for CONNECTors. Portions of the content will change prior to CONNECT Go Live. The on-line documentation should always be considered as the current, accurate source. CONNECTors, and Judiciary employees, should regularly check for updates. Proactive notices will be available on the CONNECT portal and via email updates.

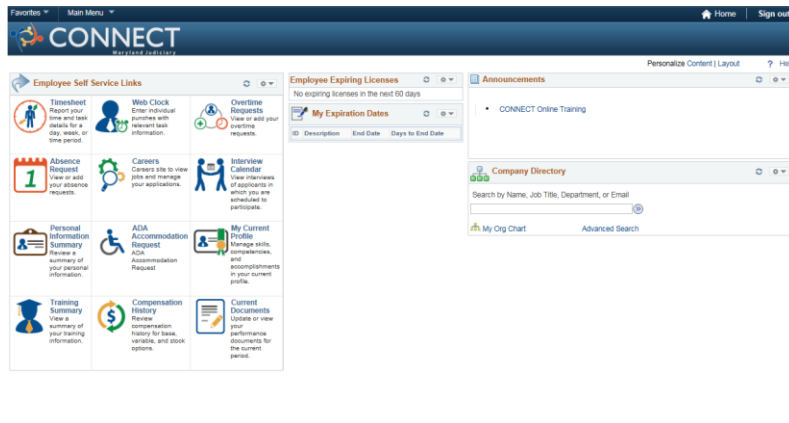
We recommend you always point other learners to the on-line resources available to them in CONNECTed.

Introducing Employee Self-Service

Employee HR Dashboard

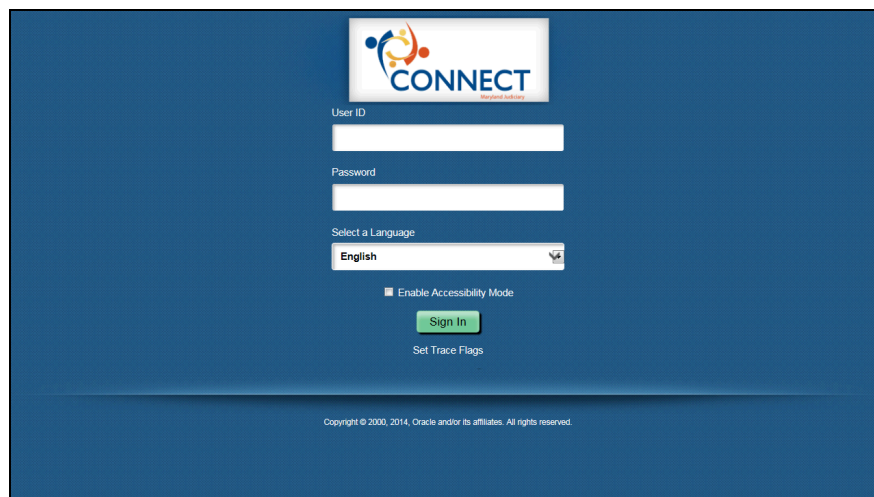
The Employee Dashboard provides a quick view of:


- Self Service Links
- Expiring Licenses
- Expiration Dates
- Announcements
- Manager Expiration Dates
- Company Directory



Procedure

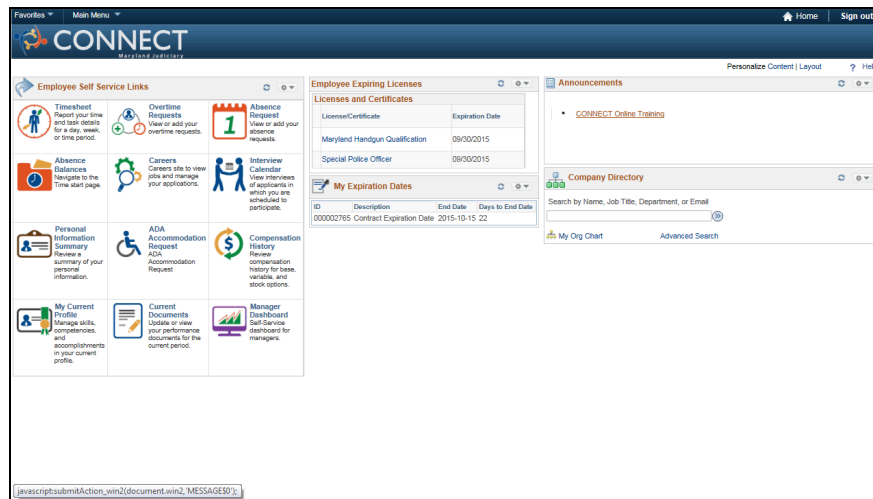
This topic will describe the various pagelets available in the Employee Dashboard







Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " kenneth.luck " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	The CONNECT Employee HR Dashboard is a set with predefined pagelets. A pagelet is a small window that provides quick access and view to summary information.	
7.	The CONNECT Employee HR Dashboard will load the defaulted pagelets with summary information from various sources within the system. This page may vary per user. For security purposes, your CONNECT system logs you out of after 20 minute period of inactivity. Two minutes prior to your session timeout, the system provides a warning that your browser session is about to expire.	
8.	The Employee Self Service Links provides you with quick access to the most frequently used pages by employees. The options available may vary per user role (for example only Managers will see the Manager Dashboard link).	
9.	The Employee Expiring Licenses pagelet provides alerts 60 days prior to expiration of licenses.	
10.	My Expiration Dates will show expiration alerts for Acting Capacity, Probation Periods and Contract Periods expiring within the next 30 days.	
11.	Announcements will be posted here by the Human Resources personnel. The announcements will be links that when clicked more information will be provided.	

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CONNECT Employee Self Service



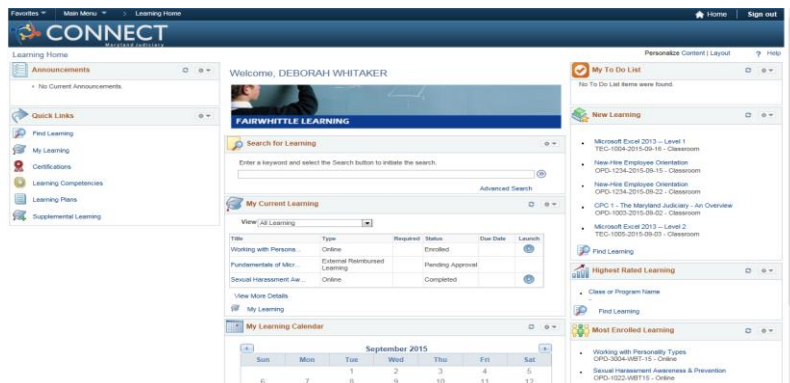
Step	Action	Notes
12.	Click the CONNECT Online Training link. 	
13.	The announcement is displayed in a pop-up window. Click the OK button. 	
14.	The Company Directory is a search option (by Name, Job Title, Department, or Email) that will provide you with an organizational chart view. The My Org Chart link will provide you with your organizational chart.	
15.	Click the Home link. 	
16.	Click the Sign out link. 	
17.	You have completed reviewing the Employee HR Dashboard End of Procedure.	

Employee Learning Dashboard

The Employee Learning Dashboard provides a quick view of:

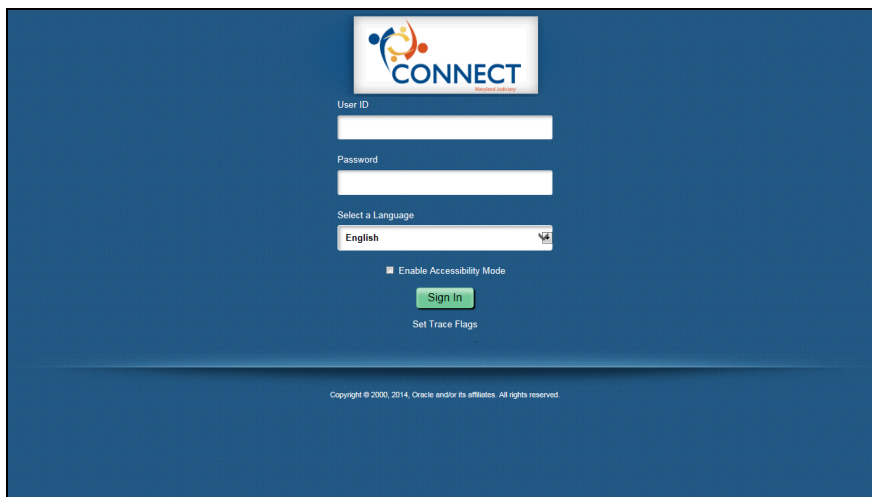
- Announcements
- Quick Links
- Expiration Dates
- Search for Learning
- My Current Learning
- My Learning Calendar
- My To Do List


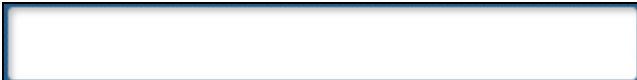
- New Learning
- Highest Rated Learning
- Most Enrolled Learning



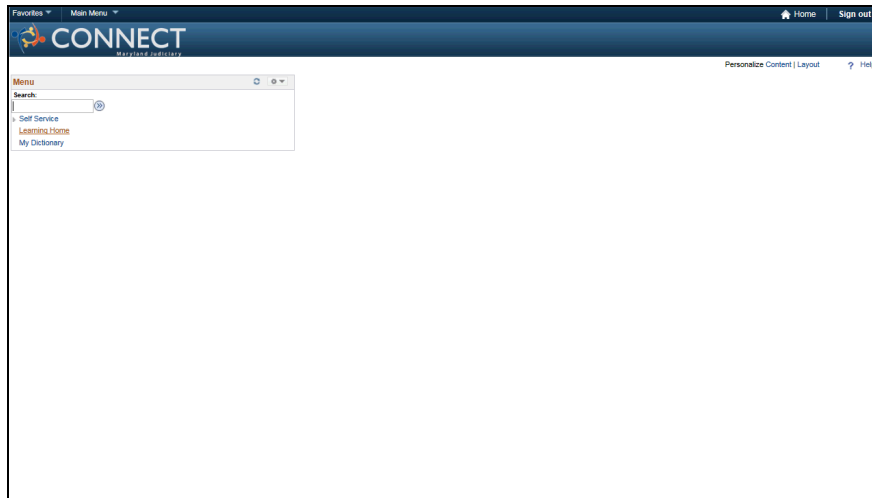
Procedure


In this topic, you will review the Employee Learning Dashboard.





Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " deborah.whitaker " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	

Step	Action	Notes
5.	Click the Sign In button. 	



Step	Action	Notes
6.	Click the Learning Home menu. 	
7.	View the Announcements pagelet. This pagelet displays Judiciary learning announcements. These announcements can be a company wide announcement or a more specific announcement for a certain group of learners.	
8.	View the Quick Links pagelet. These links are used to navigate quickly to the most frequently accessed learner pages.	
9.	View the Search for Learning pagelet. This pagelet allows a learner to use a basic keyword search to quickly find learning in the learning catalog.	
10.	View the My Current Learning pagelet. This pagelet allows a learner to view the status of their learning. Clicking on the Title links displays the details for that learning.	

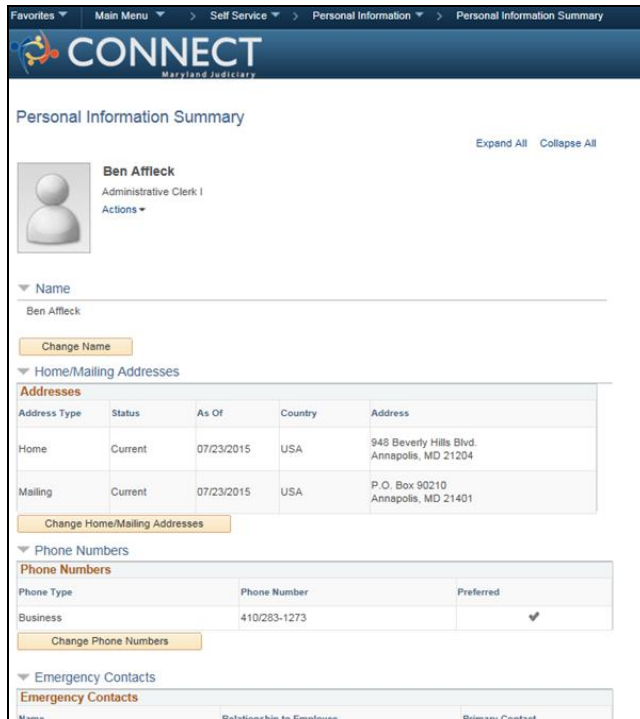
Step	Action	Notes
11.	View the My To Do List pagelet. This pagelet allows a learner to view outstanding learning tasks. These tasks can be accessed directly using the links in the pagelet.	
12.	View the New Learning pagelet. This pagelet displays new learning opportunities that have been recently added to the learning catalog.	
13.	Click the Vertical Scrollbar to navigate down the page.	
14.	View the My Learning Calendar pagelet. This pagelet displays your learning events in a calendar. When a date is highlighted, it indicates you are enrolled in a class for that day. Clicking that date will allow you to see the details of the enrollment.	
15.	View the Highest Rated Learning pagelet. This pagelet displays learning that has received the highest ratings among other learners. Clicking the links in this pagelets displays the learning details.	
16.	View the Most Enrolled Learning pagelet. This pagelet displays the learning that has the highest enrollments in the Judiciary.	
17.	Click the Vertical Scrollbar to navigate up the page.	
18.	Click the Home link. 	
19.	Click the Sign out link. 	
20.	You have completed the review of the Employee Learning Dashboard. End of Procedure.	

Managing Human Resources

Managing Personal Information

Viewing & Updating Personal Information

The Personal Information Summary page allows employees to keep their information up to date including home and mailing address, phone numbers, emergency contacts, email address, and ethnic group.



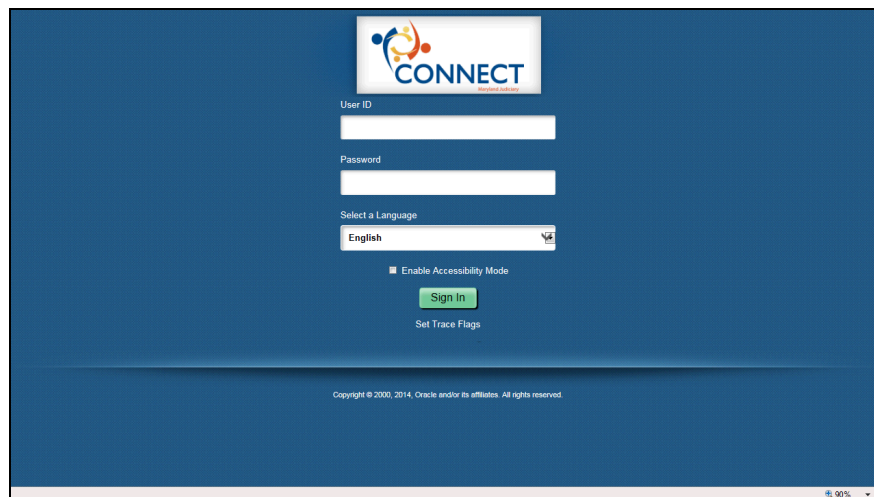
The screenshot shows the 'Personal Information Summary' page for Ben Affleck. The page includes a header with the CONNECT logo and a navigation menu. The main content area displays the user's name, title, and a list of addresses, phone numbers, and emergency contacts. The 'Addresses' section is expanded, showing a table with columns for Address Type, Status, As Of, Country, and Address. The 'Phone Numbers' section is also expanded, showing a table with columns for Phone Type, Phone Number, and Preferred. The 'Emergency Contacts' section is collapsed.

Address Type	Status	As Of	Country	Address
Home	Current	07/23/2015	USA	948 Beverly Hills Blvd. Annapolis, MD 21204
Mailing	Current	07/23/2015	USA	P.O. Box 90210 Annapolis, MD 21401




Phone Type	Phone Number	Preferred
Business	410/283-1273	<input checked="" type="checkbox"/>

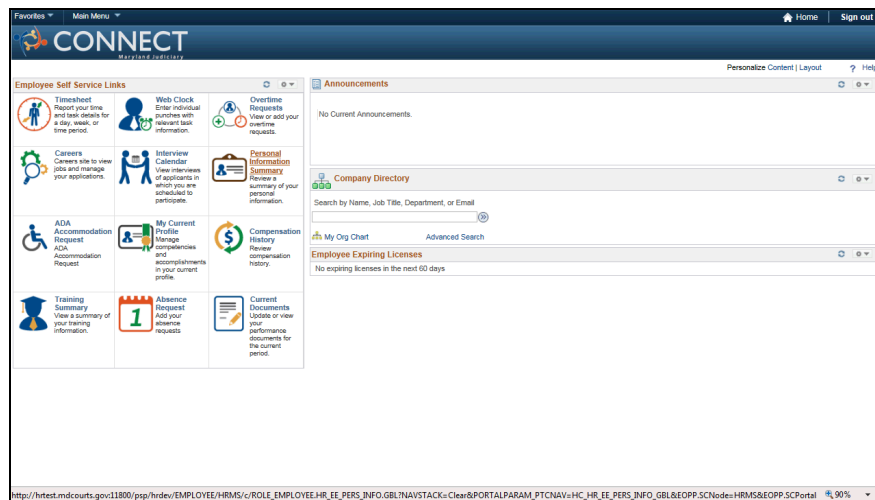
Procedure

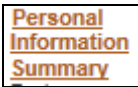
In this topic, you will view and update your personal information from the Personal Information Summary page.



The screenshot shows the CONNECT login page. It features a dark blue background with the CONNECT logo at the top. Below the logo are input fields for 'User ID' and 'Password', a 'Select a Language' dropdown menu, and a 'Sign In' button. There are also links for 'Enable Accessibility Mode' and 'Set Trace Flags'. The footer contains copyright information: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " ben.affleck " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " test123 " into the Password field.	
5.	Click the Sign In button. 	



Step	Action	Notes
6.	Click the Personal Information Summary link. 	
7.	Use the Personal Information Summary page to view and update personal information such as: <ul style="list-style-type: none"> • Address • Phone Number • Emergency Contacts • Email Address • Marital Status • Ethnic Group 	

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CONNECT Employee Self Service



Personal Information Summary

Ben Affleck
Administrative Clerk I
Actions

Name
Ben Affleck
Change Name

Home/Mailing Addresses
Addresses

Address Type	Status	As Of	Country	Address
Home	Current	05/01/2015	USA	123 Main St Annapolis, MD 21204

Change Home/Mailing Addresses


Phone Numbers
Phone Numbers

Phone Type	Phone Number	Preferred
Business	410263-1273	<input checked="" type="checkbox"/>

Change Phone Numbers

Emergency Contacts
Emergency Contacts


Name	Relationship to Employee	Primary Contact
------	--------------------------	-----------------

Step	Action	Notes
8.	Click the Change Home/Mailing Addresses button. 	
9.	NOTE: Once you update your Home Address you must submit a W-4 form with the state. http://www.irs.gov/ (http://www.irs.gov/)	
10.	You have the ability to add a new address or edit an existing address.	

Personal Information
Home and Mailing Address


Ben Affleck

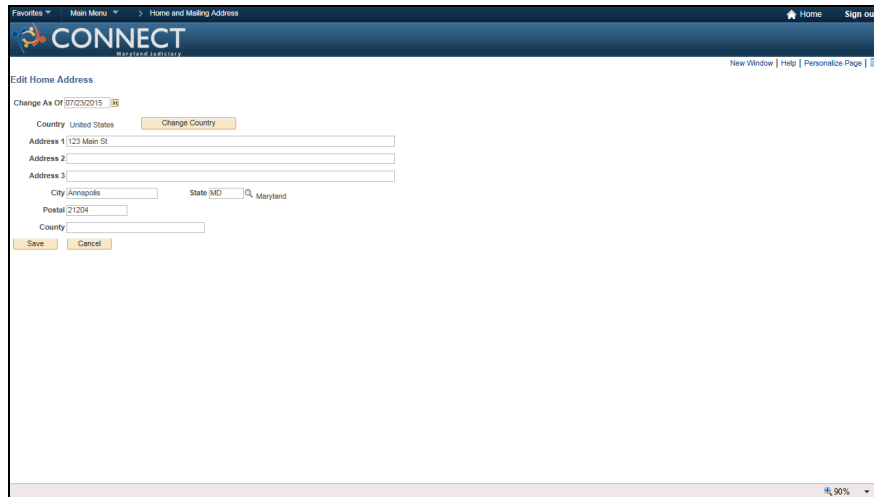
Addresses


Address Type	Status	As Of	Country	Address	Edit
Home	Current	05/01/2015	USA	123 Main St Annapolis, MD 21204	

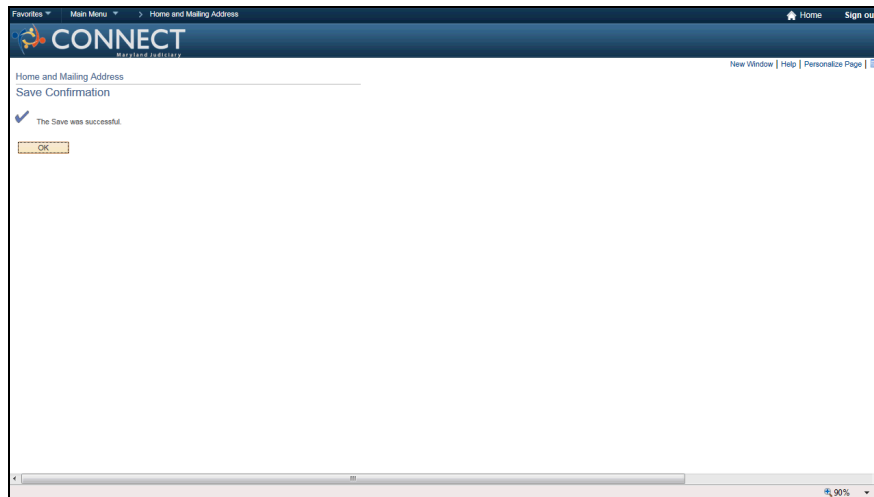
*Address Type: Add


*Required Field
Return to Personal Information

Step	Action	Notes
11.	Click the Edit button to edit the current home address. 	



Step	Action	Notes
12.	Click in the Address 1 field.	
13.	Press [Backspace] to delete 123 Main St.	
14.	Enter " 948 Beverly Hills Blvd. " into the Address 1 field.	
15.	Click the Save button. 	



Step	Action	Notes
16.	Click the OK button. 	
17.	Notice the address reflects the changes that were just entered.	

TRAINING GUIDE

CONNECT Employee Self Service



Personal Information
Home and Mailing Address

Ben Affleck

Address Type	Status	As Of	Country	Address	Edit
Home	Current	07/23/2015	USA	948 Beverly Hills Blvd. Annapolis, MD 21204	

*Address Type:

* Required Field
Return to Personal Information

Step	Action	Notes
18.	Click the Address Type drop-down list. 	
19.	Click the Mail list item. 	
20.	Click the Add button. 	

Add Mailing Address

Change As Of: 07/23/2015

Country: United States

Address 1:

Address 2:

Address 3:

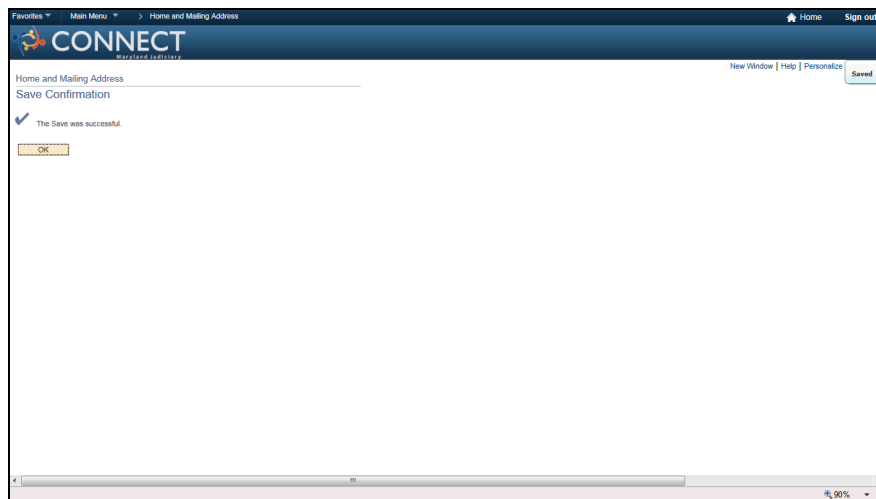
City: State:

Postal:

County:

Step	Action	Notes
21.	Click in the Address 1 field.	
22.	Enter " P.O. Box 90210 " into the Address 1 field.	

Step	Action	Notes
23.	Click in the City field. <input type="text"/>	
24.	Enter " Annapolis " into the City field.	
25.	Click in the State field. <input type="text"/>	
26.	Enter " MD " into the State field.	
27.	Click in the Postal field. <input type="text"/>	
28.	Enter " 21401 " into the Postal field.	
29.	Click the Save button. <input type="button" value="Save"/>	
30.	Note the message indicating the update was successful.	



Step	Action	Notes
31.	Click the OK button. <input type="button" value="OK"/>	
32.	Notice you have updated an existing address and added a mailing address.	

TRAINING GUIDE

CONNECT Employee Self Service



Personal Information
Home and Mailing Address

Ben Affleck

Address Type	Status	As Of	Country	Address	Edit
Home	Current	07/23/2015	USA	948 Beverly Hills Blvd. Annapolis, MD 21204	
Mailing	Current	07/23/2015	USA	P.O. Box 90210 Annapolis, MD 21401	

[Return to Personal Information](#)

Step	Action	Notes
33.	Click the Return to Personal Information link. Return to Personal Information	

Personal Information Summary

Ben Affleck
Administrative Clerk I
Actions

Name
Ben Affleck
[Change Name](#)

Home/Mailing Addresses

Address Type	Status	As Of	Country	Address
Home	Current	07/23/2015	USA	948 Beverly Hills Blvd. Annapolis, MD 21204
Mailing	Current	07/23/2015	USA	P.O. Box 90210 Annapolis, MD 21401

[Change Home/Mailing Addresses](#)

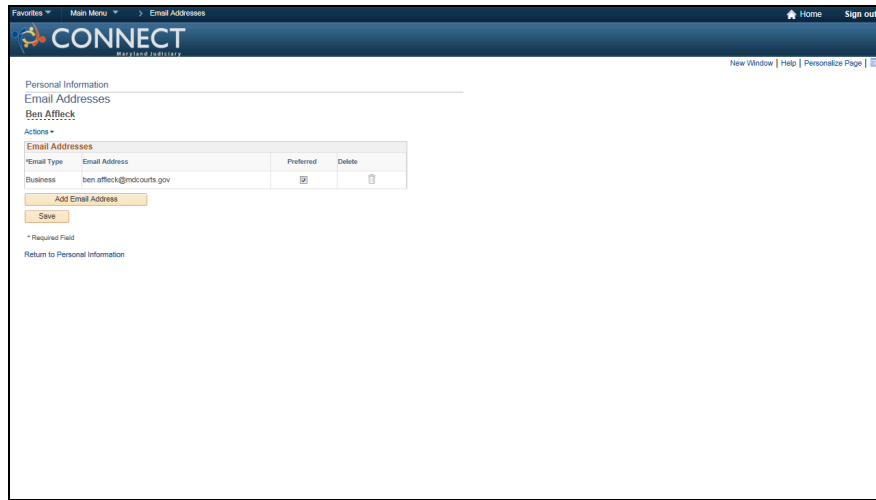
Phone Numbers

Phone Type	Phone Number	Preferred
Business	410-283-1273	<input checked="" type="checkbox"/>

[Change Phone Numbers](#)

Emergency Contacts

Step	Action	Notes
34.	Click the Vertical Scrollbar to scroll down the page.	
35.	Click the Change Email Addresses button. Change Email Addresses	
36.	Business email address can not be updated.	



CONNECT

Personal Information

Email Addresses

Ben Affleck

Actions





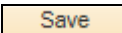
Email Type	Email Address	Preferred	Delete
Business	ben.affleck@mdcourts.gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>

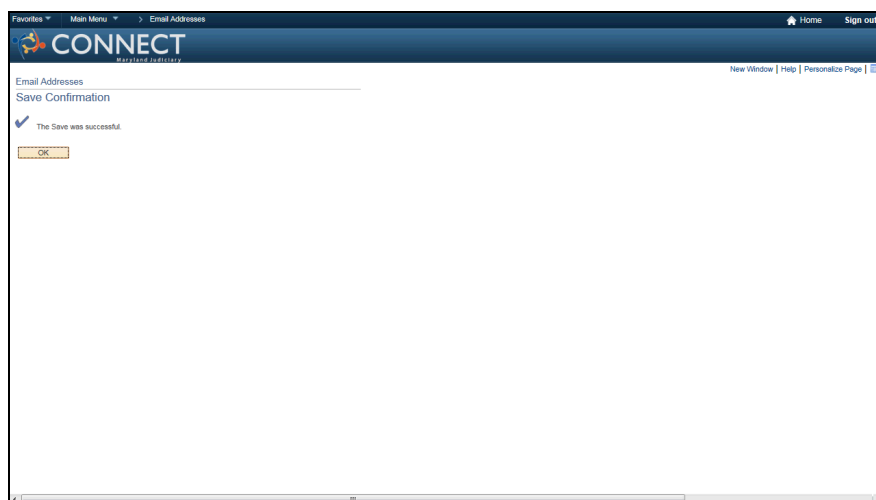
[Add Email Address](#)

[Save](#)

* Required Field

[Return to Personal Information](#)

Step	Action	Notes
37.	Click the Add Email Address button. 	
38.	Click the Email Type drop-down list. 	
39.	Click the Home list item. 	
40.	Click in the Email Address field. 	
41.	Enter " ben.affleck@email.com " into the Email Address field.	
42.	Click the Save button. 	



CONNECT

Email Addresses

Save Confirmation

☒ The Save was successful.

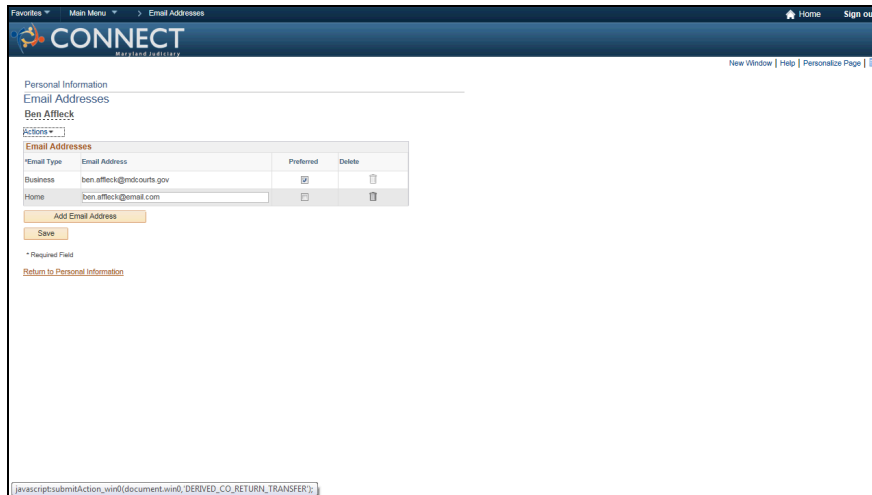
[OK](#)


TRAINING GUIDE

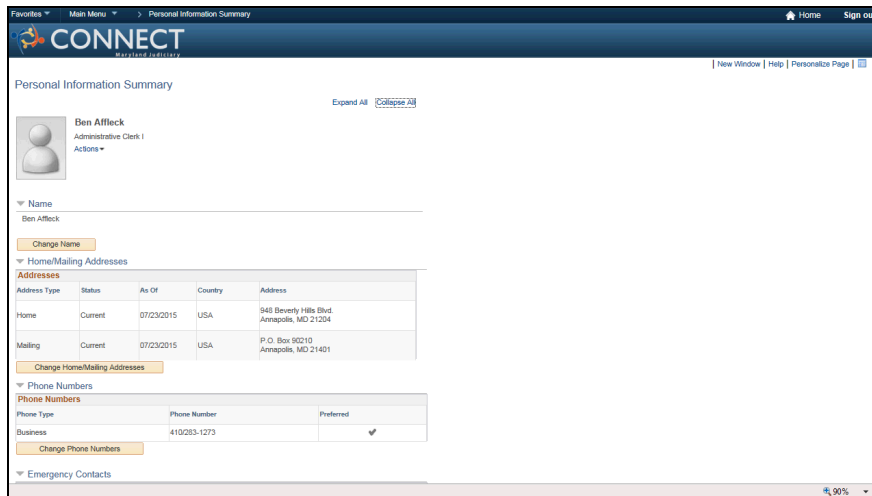
CONNECT Employee Self Service

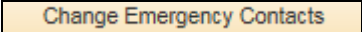


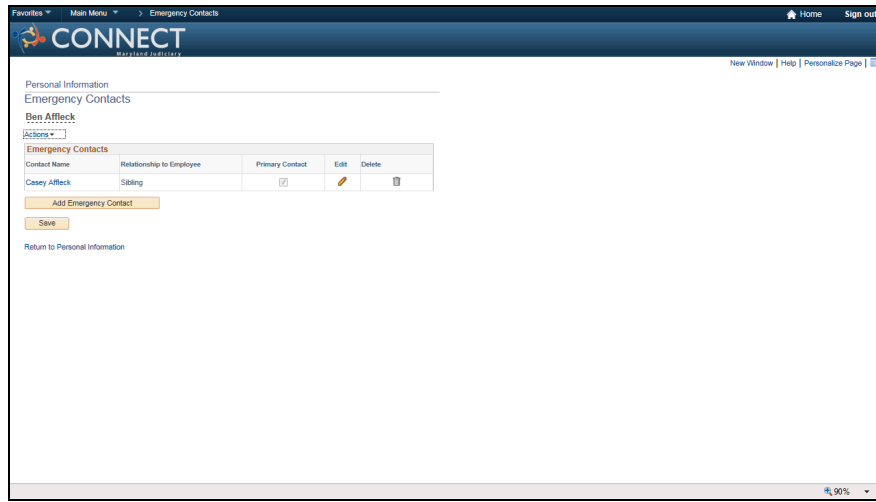
Step	Action	Notes
43.	Click the OK button. 	

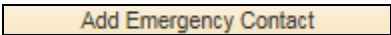


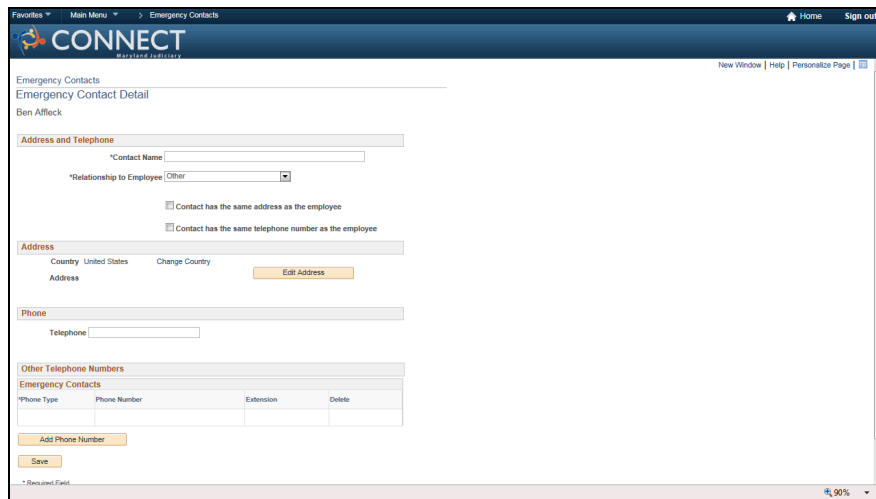
Step	Action	Notes
44.	Click the Return to Personal Information link. 	





Step	Action	Notes
45.	Click the Vertical Scrollbar to scroll down the page.	
46.	Click the Change Emergency Contacts button. 	



Step	Action	Notes
47.	Click the Add Emergency Contact button. 	


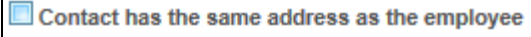

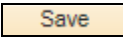


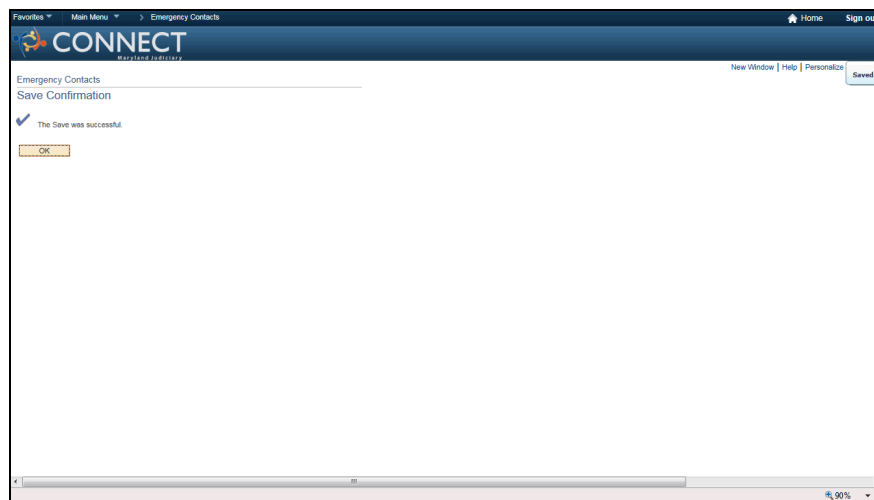
Step	Action	Notes
48.	Click in the Contact Name field. 	
49.	Enter " Jennifer Garner " into the Contact Name field.	
50.	Click the Relationship to Employee drop-down list. 	


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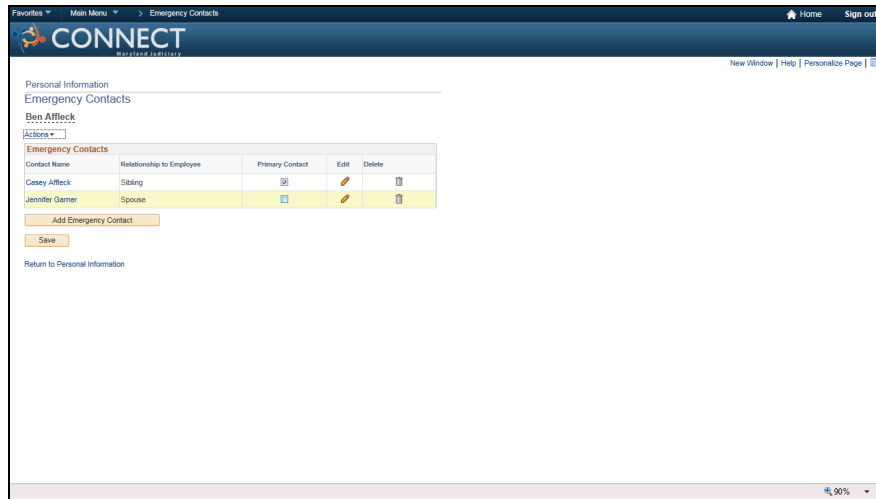
CONNECT Employee Self Service



Step	Action	Notes
51.	Click the Spouse list item. 	
52.	Click the Contact has the same address as the employee option. 	
53.	Click in the Telephone field. 	
54.	Enter " 4102402797 " into the Telephone field.	
55.	Click the Save button. 	



Step	Action	Notes
56.	Click the OK button. 	
57.	Notice Jennifer Garner has been added as an emergency contact.	


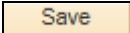


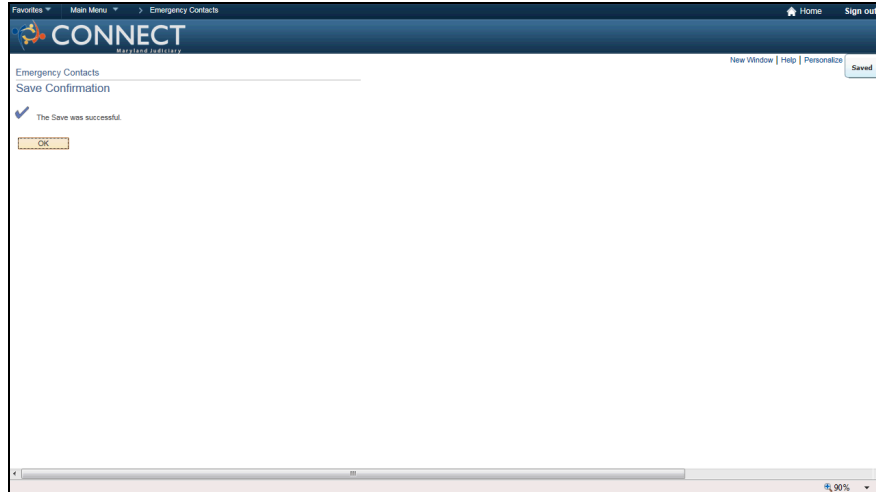
Personal Information
Emergency Contacts
Ben Affleck

Emergency Contacts

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
Casey Affleck	Sibling	<input checked="" type="checkbox"/>		
Jennifer Garner	Spouse	<input type="checkbox"/>		

Add Emergency Contact
Save
Return to Personal Information

Step	Action	Notes
58.	Click the Primary Contact option. 	
59.	Click the Save button. 	



Emergency Contacts
Save Confirmation

The Save was successful.

OK

Step	Action	Notes
60.	Click the OK button. 	

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CONNECT Employee Self Service



Personal Information
Emergency Contacts

Ben Affleck

Emergency Contacts

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
Casey Affleck	Sibling	<input type="checkbox"/>		
Jennifer Garner	Spouse	<input checked="" type="checkbox"/>		

Add Emergency Contact

Save

[Return to Personal Information](#)

Step	Action	Notes
61.	Click the Return to Personal Information link. Return to Personal Information	

Personal Information Summary

Ben Affleck
Administrative Clerk I

Name
Ben Affleck

Change Name

Home/Mailing Addresses

Address Type	Status	As Of	Country	Address
Home	Current	07/23/2015	USA	948 Beverly Hills Blvd. Annapolis, MD 21204
Mailing	Current	07/23/2015	USA	P.O. Box 90210 Annapolis, MD 21401

Change Home/Mailing Addresses

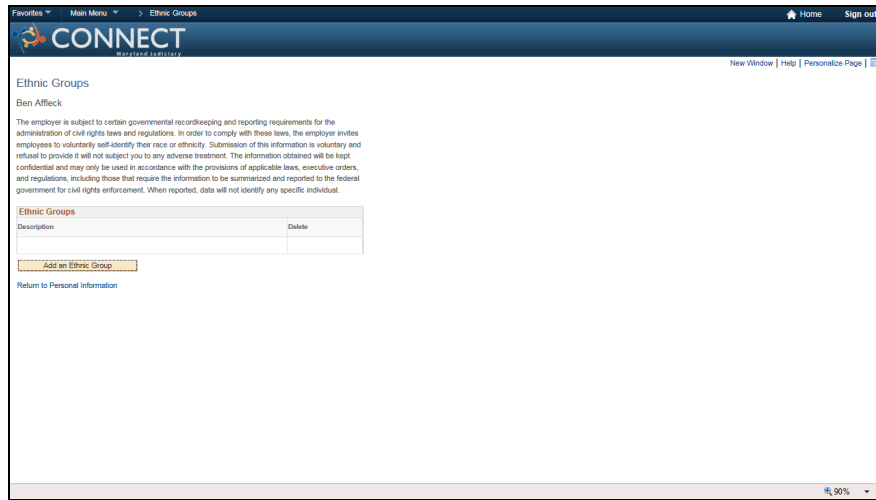
Phone Numbers

Phone Type	Phone Number	Preferred
Business	410-283-1273	<input checked="" type="checkbox"/>

Change Phone Numbers

Emergency Contacts

Step	Action	Notes
62.	Click the Vertical Scrollbar to scroll down the page.	
63.	Click the Change Ethnic Groups button. Change Ethnic Groups	



CONNECT
Employee Self Service

Home Sign out

New Window | Help | Personalize Page |

Ethnic Groups

Ben Affleck


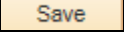
The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

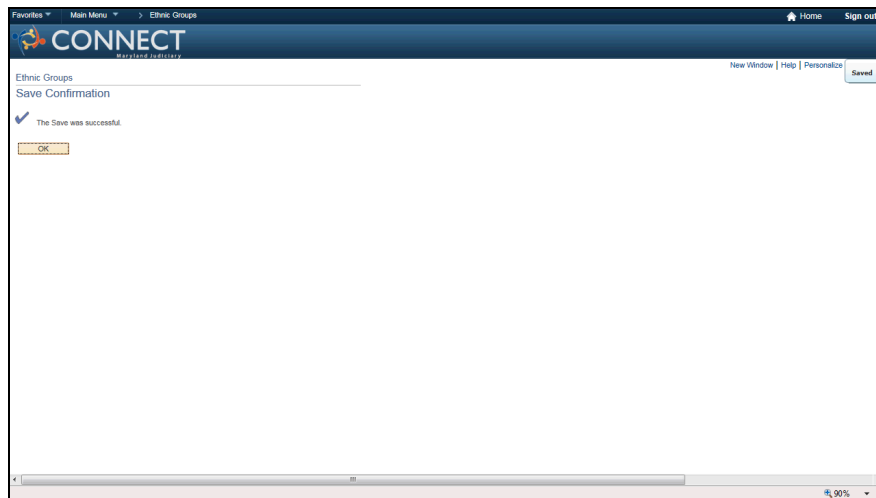
Description	Delete

[Add an Ethnic Group](#)

[Return to Personal Information](#)

90%

Step	Action	Notes
64.	Click the Add an Ethnic Group button. 	
65.	Click the Description drop-down list.	
66.	Click the White list item.	
67.	Click the Save button. 	



CONNECT
Employee Self Service

Home Sign out

New Window | Help | Personalize [Saved](#)

Ethnic Groups

Save Confirmation

✓ The Save was successful.

[OK](#)

90%

Step	Action	Notes
68.	Click the OK button. 	

TRAINING GUIDE

CONNECT Employee Self Service



CONNECT
Employee Self Service

Home Sign out

New Window | Help | Personalize Page |

Ethnic Groups

Ben Affleck

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Description	Delete
White	

[Add an Ethnic Group](#)

[Save](#)

[Return to Personal Information](#)

javascript:submitAction_win0(document.win0, DERIVED_CO_RETURN_TRANSFER);

90%

Step	Action	Notes
69.	Click the Return to Personal Information link. Return to Personal Information	
70.	The changes made to your address, emergency contacts, email address, and ethnic groups are now reflected in your Personal Information Summary.	

CONNECT
Employee Self Service

Home Sign out

New Window | Help | Personalize Page |

Personal Information Summary

Expand All Collapse All

Ben Affleck
Administrative Clerk I
Actions

Name
Ben Affleck
[Change Name](#)

Home/Mailing Addresses

Address Type	Status	As Of	Country	Address
Home	Current	07/23/2015	USA	948 Beverly Hills Blvd. Annapolis, MD 21204
Mailing	Current	07/23/2015	USA	P.O. Box 90210 Annapolis, MD 21401

[Change Home/Mailing Addresses](#)

Phone Numbers

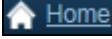
Phone Type	Phone Number	Preferred
Business	410283-1273	<input checked="" type="checkbox"/>

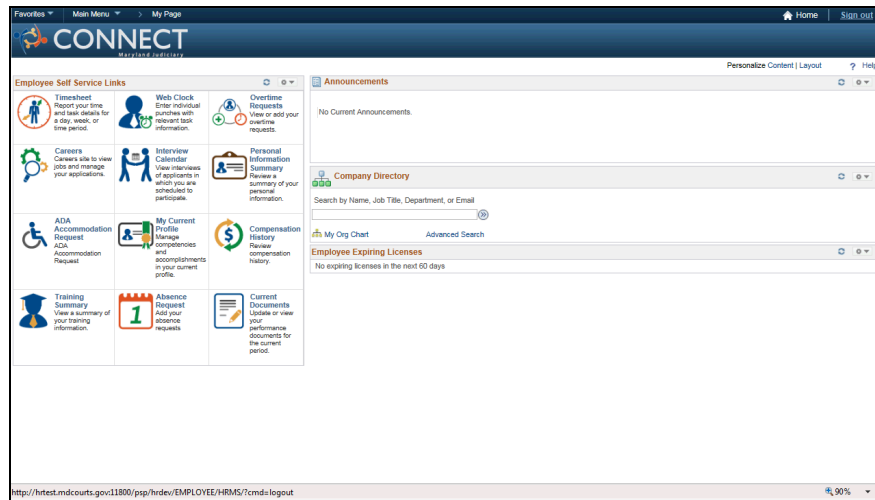
[Change Phone Numbers](#)


Emergency Contacts

90%

Step	Action	Notes
71.	Click the Vertical Scrollbar to scroll down the page.	
72.	View the details to ensure the updates are complete and accurate.	

Step	Action	Notes
73.	<p>You have completed updating your personal information.</p> <p>Click the Home link.</p> 	



Step	Action	Notes
74.	<p>Click the Sign out link.</p> 	
75.	<p>You have completed the topic "Viewing & Updating Personal Information".</p> <p>End of Procedure.</p>	

Submitting a Name Change

You can use CONNECT to submit a name change. Upon submitting the change, the request is sent to an HR Administrator to review and approve the name change before it is finalized.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Personal Information ▾ > Name Change

CONNECT
Maryland Judiciary

Name Change

AMY MORAN

Enter your new name and select **Submit**.
 Note: You may be required to send proof of the name change to Human Resources.
US Employees: All name changes must match the name provided on your social security card.

Current Name

AMY MORAN

New Name

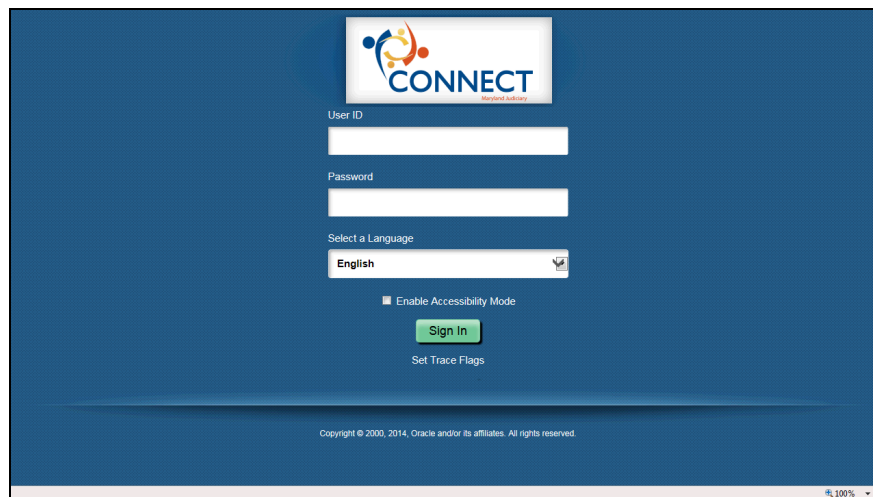
Change As Of (example: 12/31/2000)

*Name Format


Name AMY MORAN

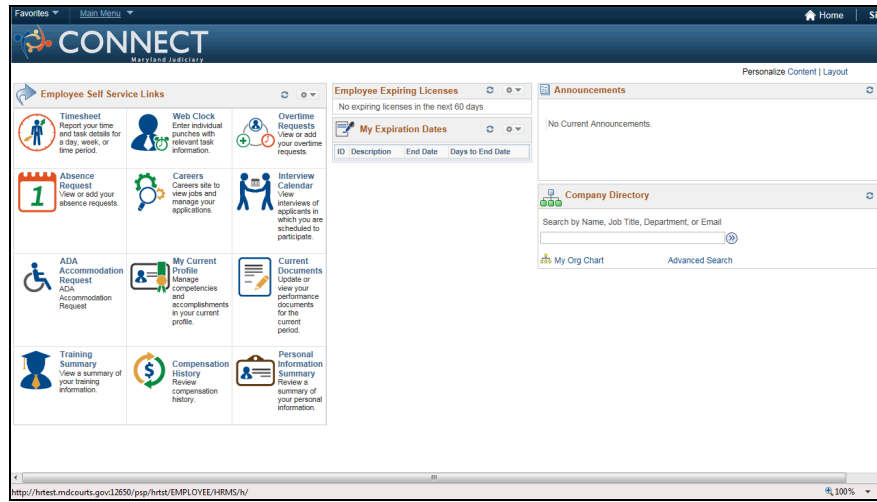
Procedure




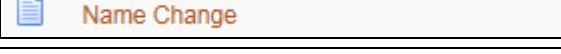
In this topic, you will submit a name change.



The image shows the sign-in page of the CONNECT Employee Self Service system. It features the CONNECT logo at the top. Below the logo are input fields for 'User ID' and 'Password'. There is a 'Select a Language' dropdown menu currently set to 'English'. Below these fields are checkboxes for 'Enable Accessibility Mode' and 'Set Trace Flags'. A green 'Sign In' button is prominently displayed. At the bottom, there is a copyright notice: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " amy.moran " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	




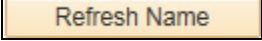
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Personal Information menu. 	
9.	Click the Name Change menu. 	
10.	Notice the "Change As Of" date defaults with the current date. You can change this date if your name change will go into effect on a different date.	

TRAINING GUIDE

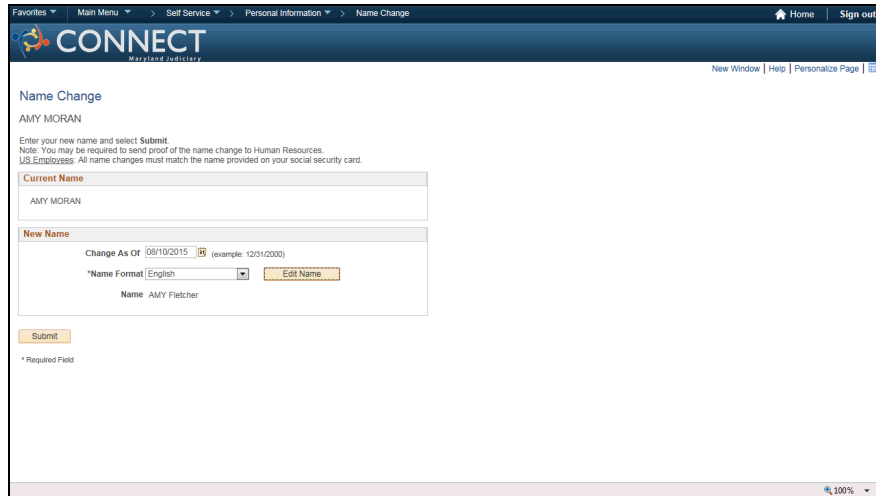
CONNECT Employee Self Service



Step	Action	Notes
11.	Click the Edit Name button. 	

Step	Action	Notes
12.	Click in the Last Name field. 	
13.	Press [Backspace] to delete Moran.	
14.	Enter " Fletcher " into the Last Name field.	
15.	Click the Refresh Name button. 	
16.	Notice the name displays Amy Fletcher and not Amy Moran.	

Step	Action	Notes
17.	Click the OK button. 	



CONNECT
Maryland industry

Home Sign out

Name Change

AMY MORAN

Enter your new name and select Submit.
Note: You may be required to send proof of the name change to Human Resources.
US Employees: All name changes must match the name provided on your social security card.

Current Name

AMY MORAN

New Name

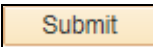
Change As Of 09/10/2015 (example: 12/01/2000)

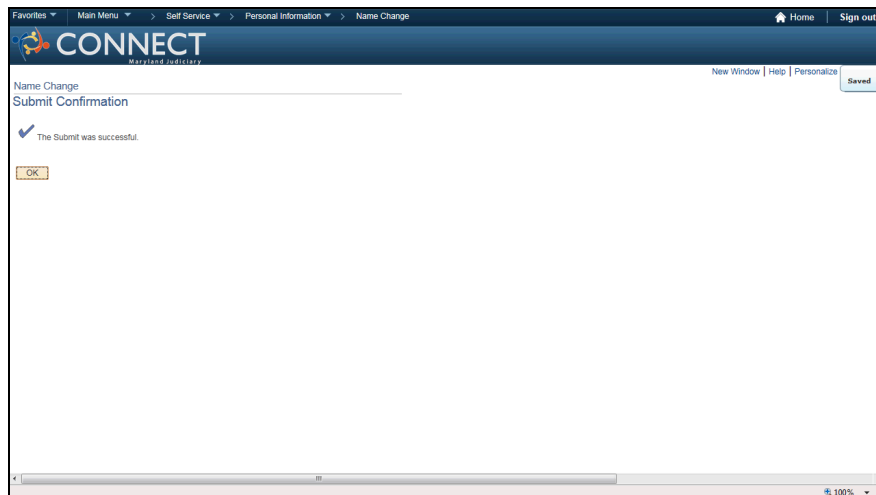
*Name Format English Edit Name

Name AMY Fletcher

Submit

* Required Field

Step	Action	Notes
18.	Click the Submit button. 	
19.	Note: Before the name change is finalized in CONNECT, it will be reviewed and approved by an HR Administrator.	



CONNECT
Maryland industry

Home Sign out

Name Change

Submit Confirmation


✓ The Submit was successful.

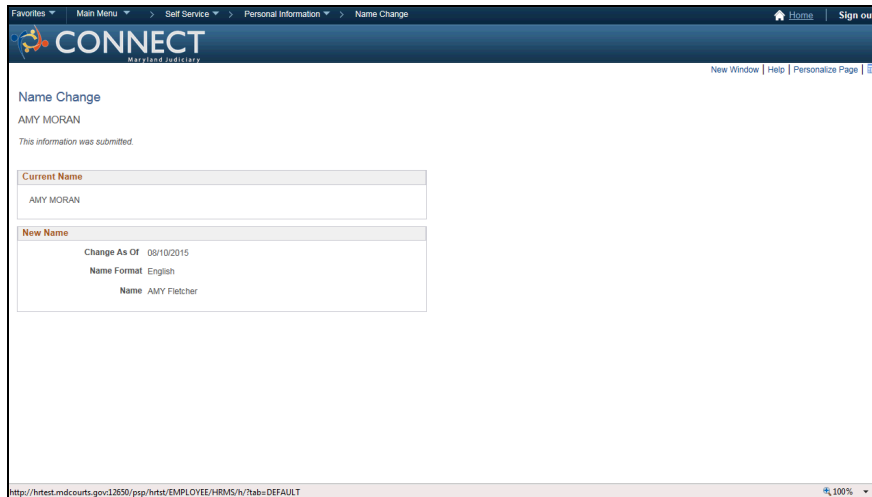
OK

TRAINING GUIDE

CONNECT Employee Self Service



Step	Action	Notes
20.	Click the OK button. 	



CONNECT
Maryland Judiciary

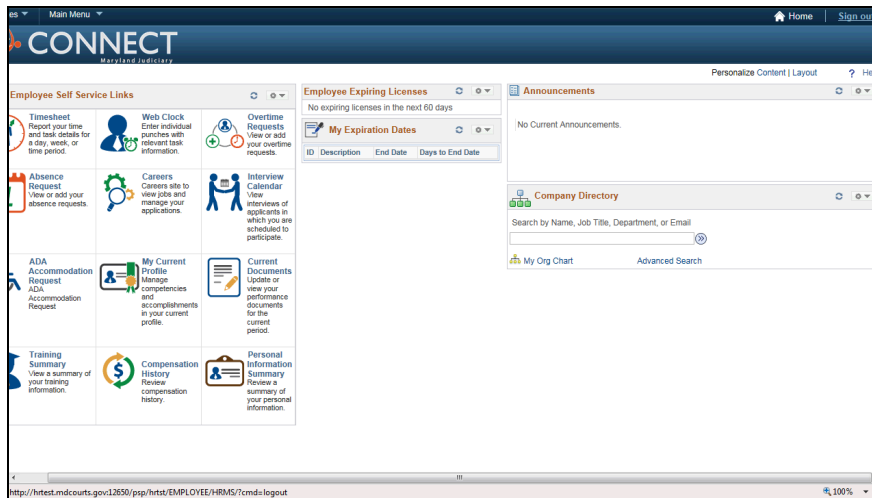
Name Change
AMY MORAN
This information was submitted.

Current Name
AMY MORAN

New Name
Change As Of 08/10/2015
Name Format English
Name AMY Fletcher

http://hrtest.mdcourts.gov:12650/psp/hrtest/EMPLOYEE/HRMS/h?tab=DEFAULT

Step	Action	Notes
21.	Click the Home link. 	



CONNECT
Maryland Judiciary

Employee Self Service Links

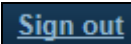
- Timesheet: Report your time and task details for a day, week, or time period.
- Web Clock: Enter individual punches with relevant task information.
- Overtime Requests: View or add your overtime requests.
- Absence Request: View or add your absence requests.
- Career Center: Career site to view job and manage your applications.
- Interview Calendar: View interviews of applicants in which you are scheduled to participate.
- ADA Accommodation Request: ADA Accommodation Request.
- My Current Profile: Manage competencies and accomplishments in your current profile.
- Current Documents: Update or view your performance documents for the current period.
- Training Summary: View a summary of your training information.
- Compensation History: Review compensation history.
- Personal Information Summary: Review a summary of your personal information.

Employee Expiring Licenses
No expiring licenses in the next 60 days
My Expiration Dates

Announcements
No Current Announcements

Company Directory
Search by Name, Job Title, Department, or Email
My Org Chart Advanced Search

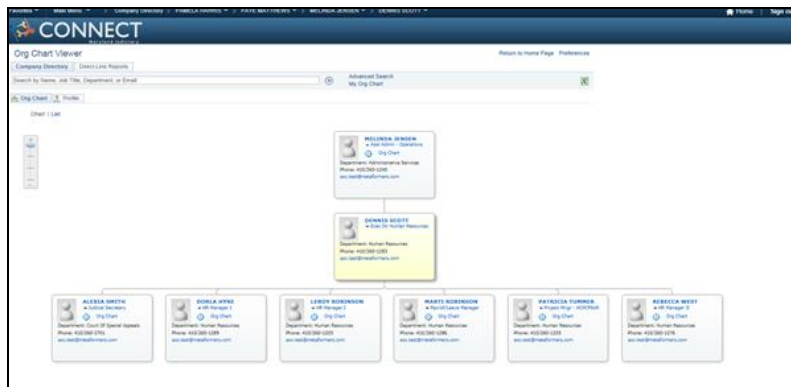
http://hrtest.mdcourts.gov:12650/psp/hrtest/EMPLOYEE/HRMS/7cmain?logout

Step	Action	Notes
22.	Click the Sign out link. 	

Step	Action	Notes
23.	You have completed the topic "Submitting a Name Change". End of Procedure.	

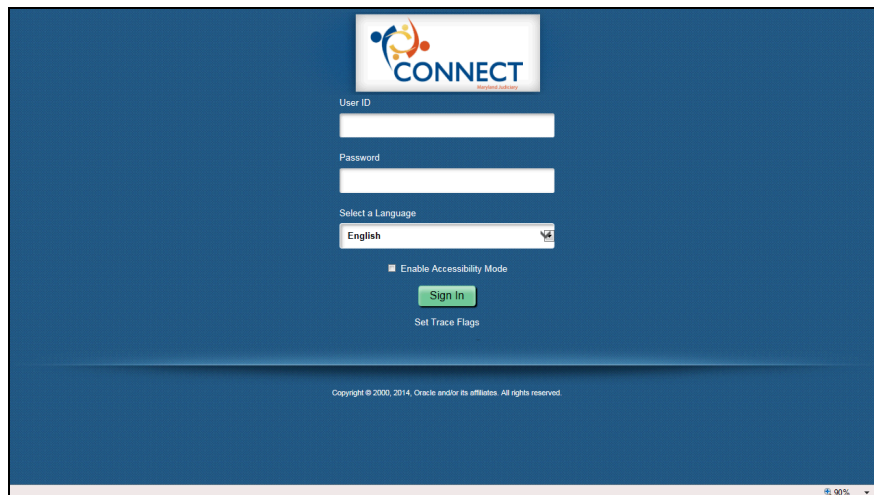
Viewing the Organizational Chart

This organizational visualization and navigation directory offers functionality beyond a typical organization chart by supporting and identifying direct-line reporting chains. The org chart viewer displays a person within a three-tiered graphical representation of the reporting structure.



Procedure

In this topic, you will view your position on an organizational chart and view your direct and indirect reporting structure.

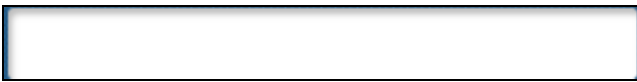
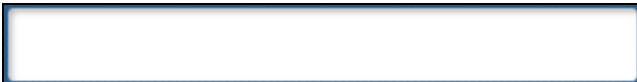



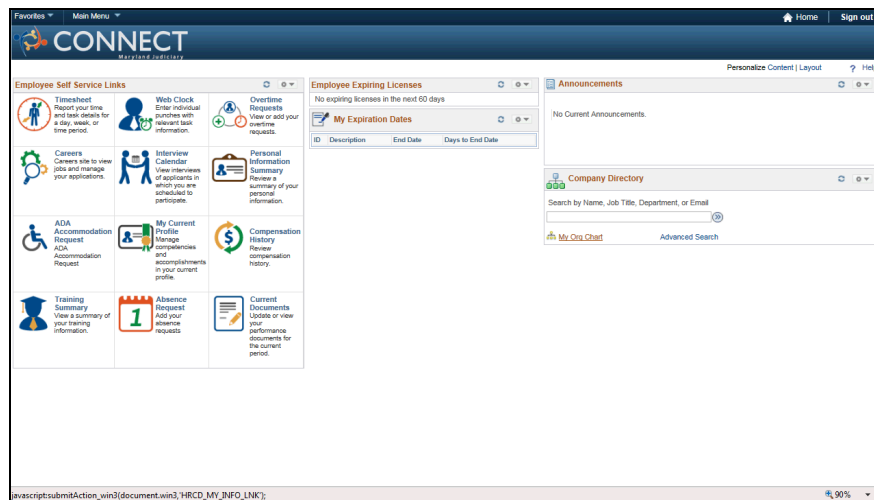
The screenshot shows the login page for the CONNECT Employee Self Service. The page has a dark blue background with the CONNECT logo at the top. Below the logo, there are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There are checkboxes for 'Enable Accessibility Mode' and 'Set Trace Flags'. A green 'Sign In' button is located below the checkboxes. At the bottom of the page, there is a copyright notice: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'


TRAINING GUIDE

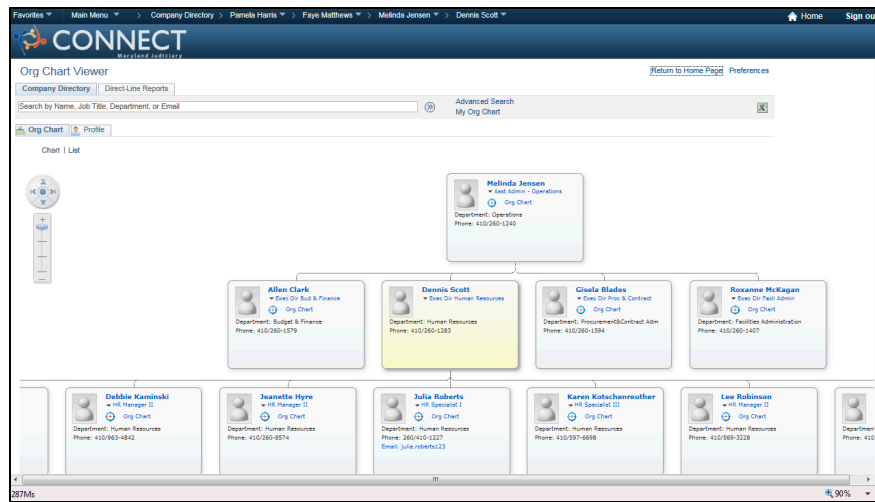
CONNECT Employee Self Service






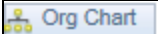



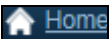
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " dennis.scott " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

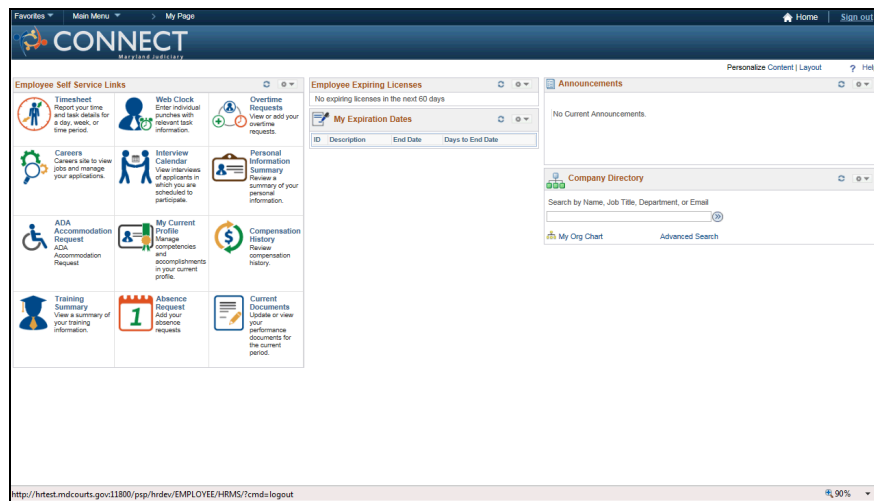



Step	Action	Notes
6.	Click the My Org Chart link. 	
7.	The Organizational Chart shows your direct-line reports. By default, your square in the chart is highlighted.	



Step	Action	Notes
8.	Click the minus "-" button to zoom out on the organizational chart. 	
9.	Notice the chart got smaller. You can continue to zoom out to get a more complete view of the chart.	
10.	Click the "Right" arrow to view the right side of the organizational chart. 	
11.	Click the "Left" arrow to view the left side of the organizational chart. 	
12.	Click the "Initial Point" button to return to the center of the organizational chart. 	
13.	You can view your profile information and HR data from the Profile tab. Alternatively, you can view other direct line report's profile and HR data by selecting a different name in the organizational chart. Click the Profile tab 	
14.	Review the data on the Profile page	
15.	Click the Org Chart tab to return to the organizational chart. 	

Step	Action	Notes
16.	To view the direct-line reports for another person, click the Org Chart link in the box for the desired individual. 	
17.	View the organizational structure for Jeanette Hyre.	
18.	You have the option to download the organizational chart detail information you are viewing as an Excel file.	
19.	You have completed viewing the organizational chart. Click the Home link. 	




Step	Action	Notes
20.	Click the Sign out link. 	
21.	You have successfully completed the topic "Viewing the Organizational Structure". End of Procedure.	

Requesting ADA Accommodations

Submitting an ADA Accommodation Request

CONNECT allows you to enter the details for an ADA Accommodation Request, submit the request, and monitor the approval status of the request.

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Personal Information](#) > [ADA Accommodation Request](#)



[Form](#) | [Instructions](#) | [Attachments](#)

ADA Accommodation Request


*Subject:
 Priority: 3-Standard
 Status: Initial
 Due Date:

Information to be completed by Employee or Applicant

*Employee ID:
 *Name:
 Position:
 *Address:
 *City/State:
 *Zip Code:
 Work Location:
 Work Telephone:
 *Request Date:
 *Accommodation:
 Be as specific as possible. If needed use the More Information field.

Procedure

In this topic, you will enter the details for an ADA Accommodation, submit the request, and view the approval status.



User ID

Password

Select a Language

English

☐ Enable Accessibility Mode

[Set Trace Flags](#)


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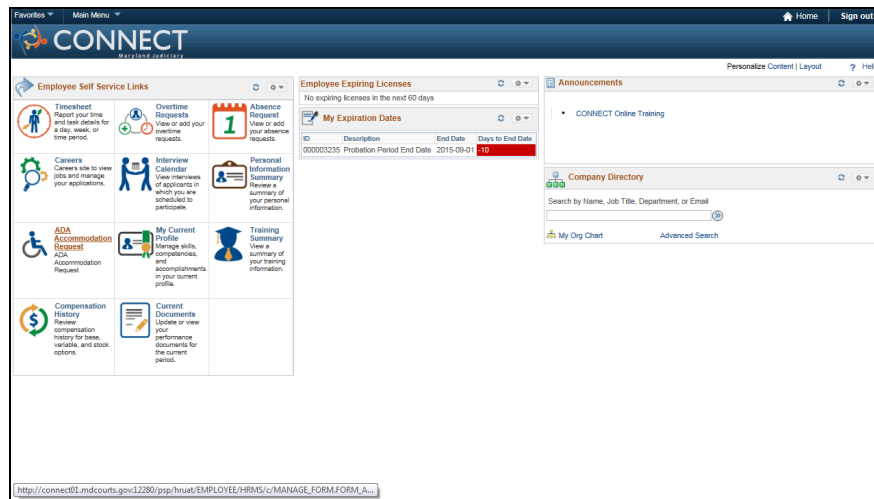
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " rebecca.miller " into the User ID field.	
3.	Click in the Password field.	

TRAINING GUIDE

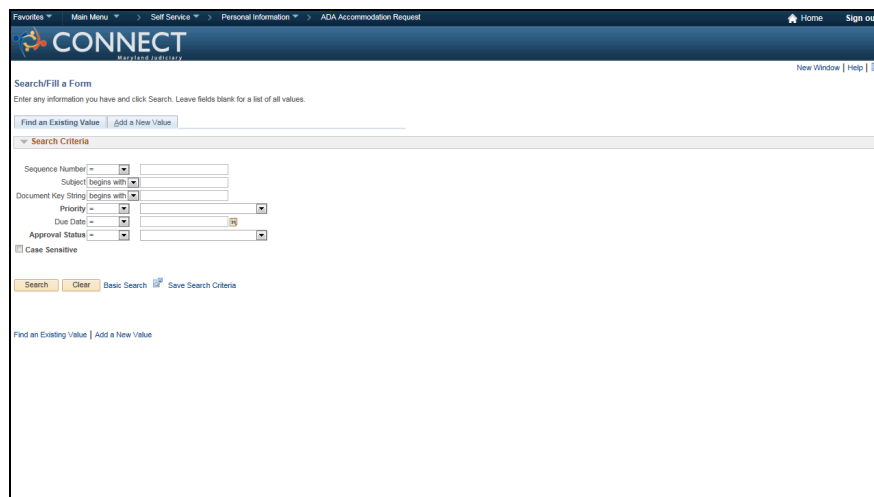
CONNECT Employee Self Service




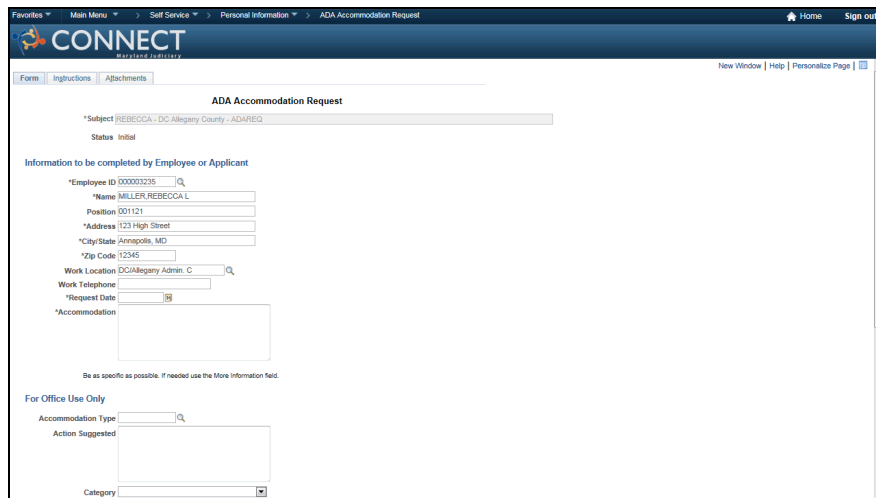
Step	Action	Notes
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



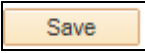
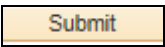
Step	Action	Notes
6.	Click the ADA Accommodation Request link. 	

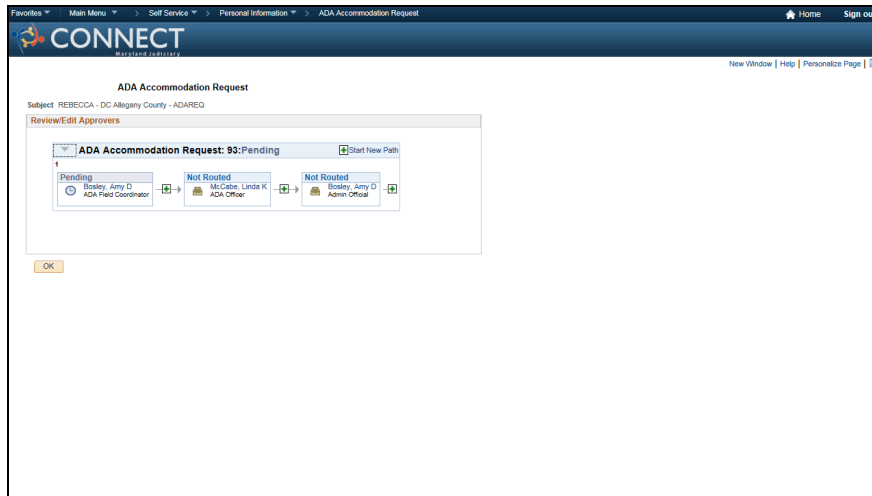


Step	Action	Notes
7.	Click the Add a New Value tab. 	
8.	The ADA Accommodation Request page will auto populate some of the Employee or Applicant Information. Update the details of your accommodation request, if needed.	



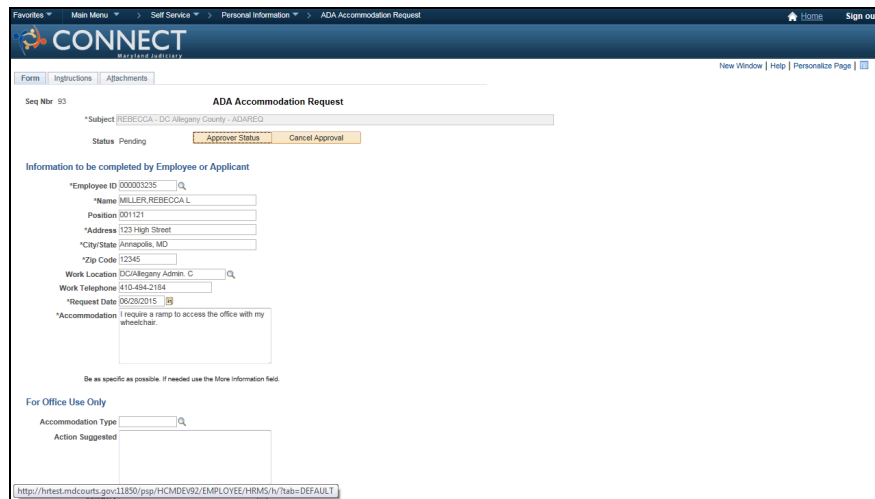
Step	Action	Notes
9.	Click in the Work Telephone field. 	
10.	Enter " 410-494-2184 " into the Work Telephone field.	
11.	Click in the Request Date field. 	
12.	The Request Date is the date the accommodation is required. Enter " 06/28/2015 " into the Request Date field.	
13.	Enter all information specific to the ADA Accommodation Request. Click in the Accommodation field.	
14.	Enter " I require a ramp to access the office with my wheelchair. " into the Accommodation field.	
15.	Click the Vertical scrollbar to move down the page.	

Step	Action	Notes
16.	<p>The form will need to be saved first and then submitted to go to the approver.</p> <p>Click the Save button.</p> 	
17.	Click the Vertical scrollbar to move up the page.	
18.	<p>Click the Submit button.</p> 	
19.	<p>NOTE: The first approver will have a status of "Pending" when the form is submitted. If the form is saved and not submitted the status will show as "Not Routed".</p>	
20.	<p>The approval chain displays the individuals who will receive, review, and either approve or deny the request.</p> <p>In this example, the request will flow from ADA Field Coordinator to ADA Officer to Administrative Official.</p>	

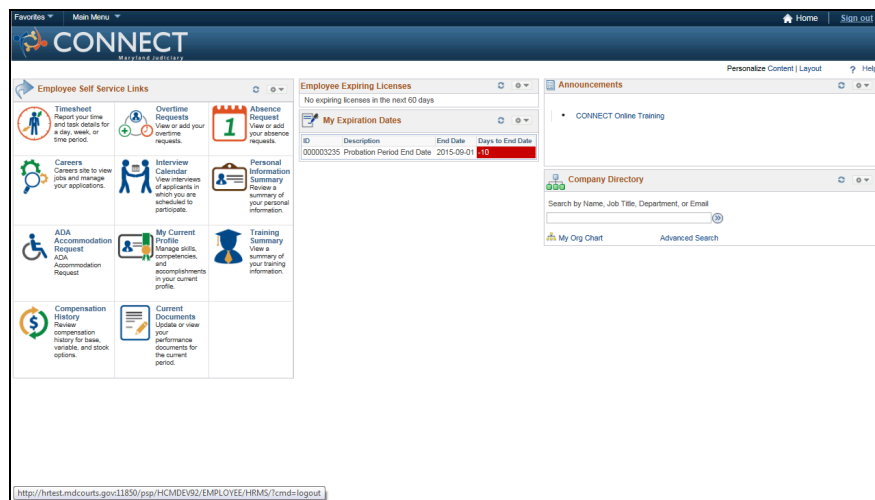


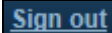
The screenshot shows the 'ADA Accommodation Request' page in the CONNECT system. The subject is 'REBECCA - DC Allegany County - ADAREQ'. The 'Review/Edit Approvers' section displays an approval flow diagram. The flow starts with 'Pending' for 'Bosley, Amy D' (ADA Field Coordinator). It then branches into two paths: 'Not Routed' for 'McCabe, Linda K' (ADA Officer) and 'Not Routed' for 'Bosley, Amy D' (Admin Official). The 'Start New Path' button is visible at the top right of the flow diagram. An 'OK' button is located at the bottom left of the flow diagram area.

Step	Action	Notes
21.	<p>Click the OK button.</p> 	



Step	Action	Notes
22.	Click the Home link. 	



Step	Action	Notes
23.	Click the Sign out link. 	
24.	You have completed the details for an ADA Accommodation, submit the request, and view the approval status. End of Procedure.	

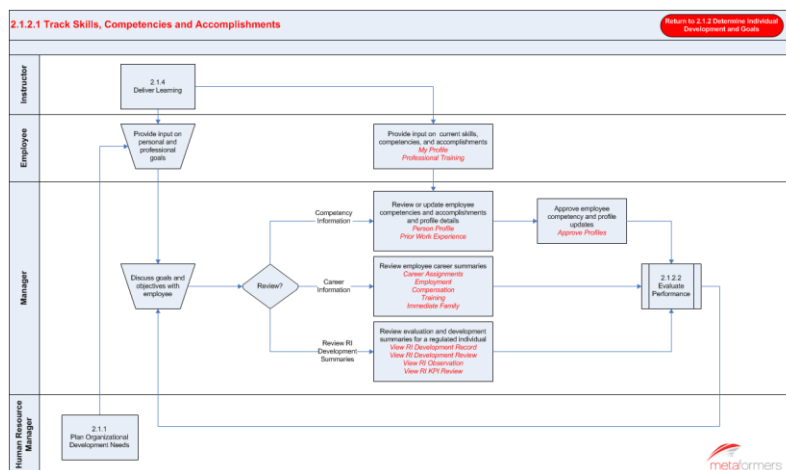
Managing Personal Profile Information

Profiles are used by the Judiciary to describe the attributes of jobs and individuals. These profiles summarize the competencies, qualifications, and skills of a job and a person. Profiles are valuable for tracking employees' skills, competencies, and accomplishments, in career planning, for identifying training needs, and for performance management.

CONNECT provides employees and managers with two profile types:

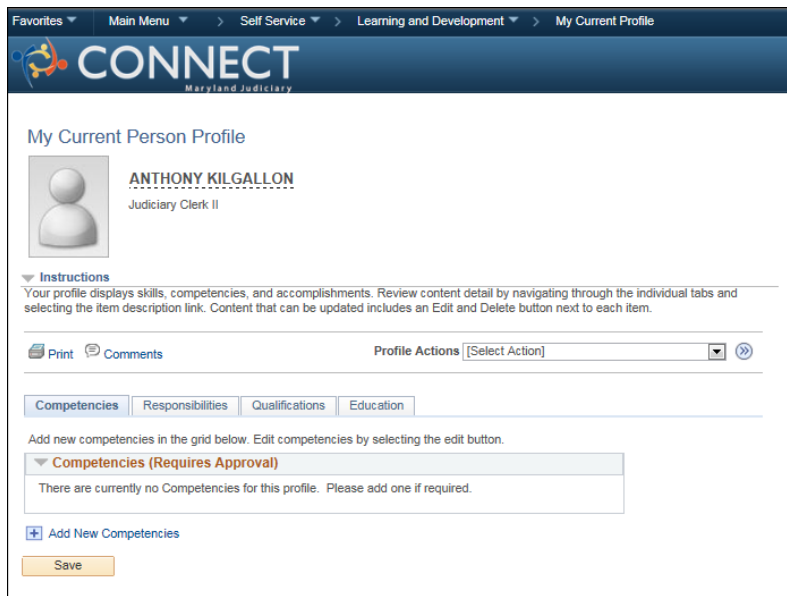
- Person profiles - Person profiles describe your skills, competencies, accomplishments and performance.
- Job profiles - Job profiles describe the competencies, qualifications, and responsibilities of a job.

As an employee, you can create, view, and update your personal profile. You can also compare your profile to the job you have or jobs you are interested in.



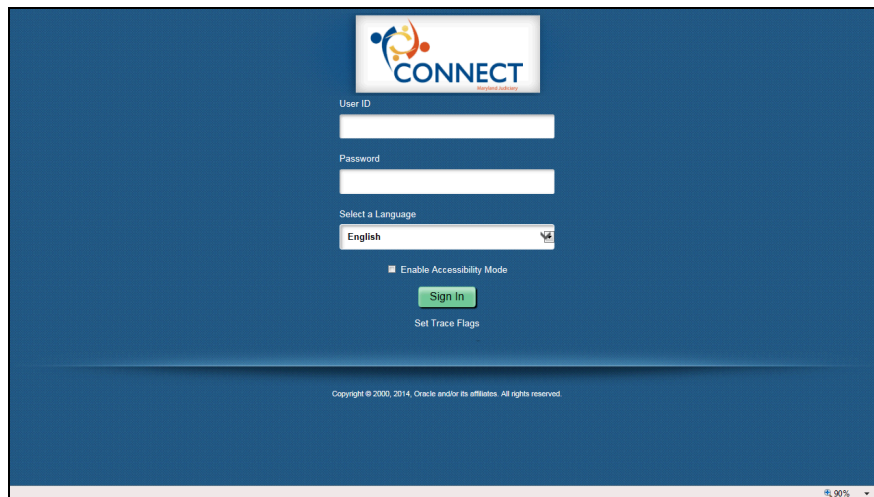
Updating My Personal Profile


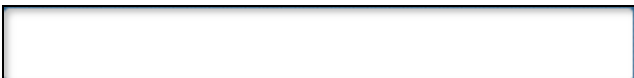
Updating my personal profile with competencies, qualifications, and education.



Procedure

In this topic, you will add competencies, qualifications, and education to your personal profile.




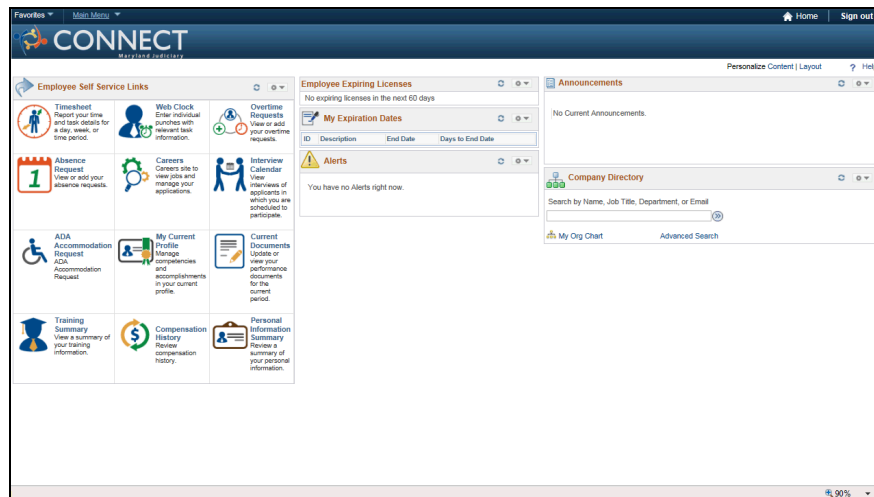
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " anthony.kilgallon " into the User ID field.	
3.	Click in the Password field. 	





TRAINING GUIDE

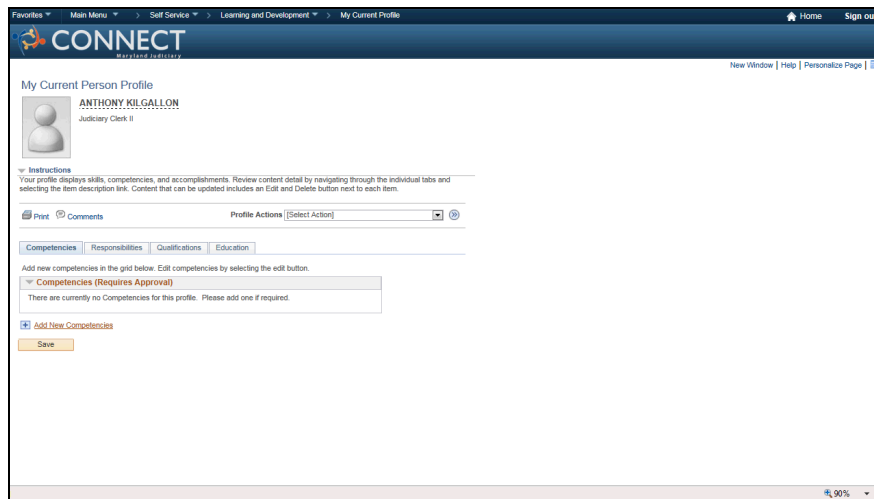
CONNECT Employee Self Service



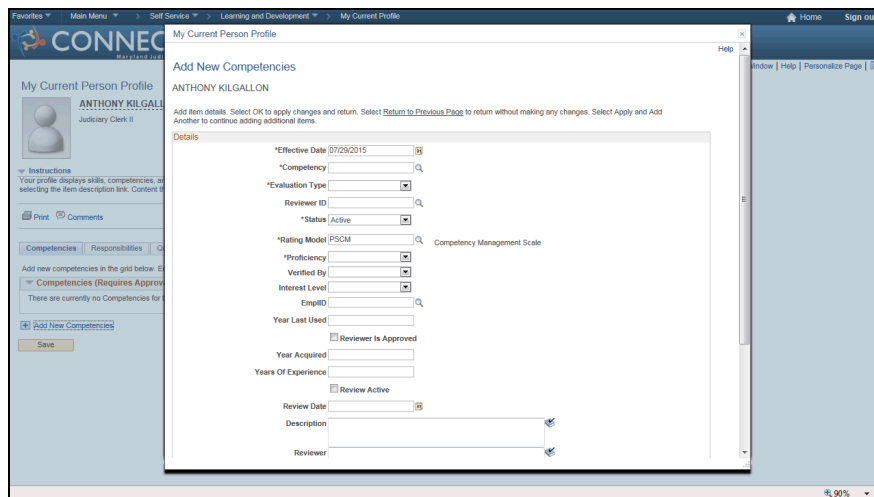
Step	Action	Notes
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	





Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning and Development menu. 	
9.	Click the My Current Profile menu. 	
10.	Building your profile in CONNECT enables you to identify all the jobs within the Judiciary that are related to your profile. You can add competencies, qualifications, and education to your personal profile.	






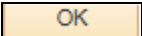
Step	Action	Notes
11.	<p>Begin by adding a competency to your profile.</p> <p>Click the Add New Competencies link.</p> <p>Add New Competencies</p>	

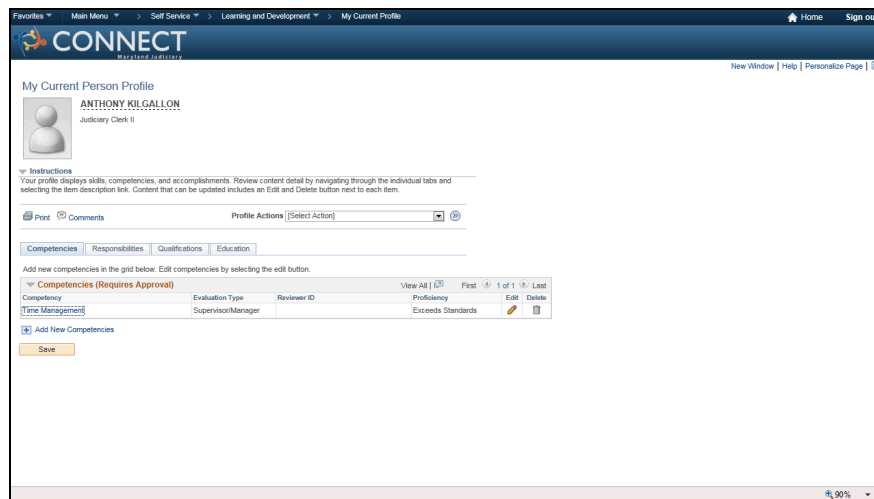


Step	Action	Notes
12.	<p>Click the Look up Competency button.</p> <p></p>	
13.	<p>Click the Time Management link.</p> <p>Time Management</p>	
14.	<p>Click the Evaluation Type drop-down list.</p> <p></p>	

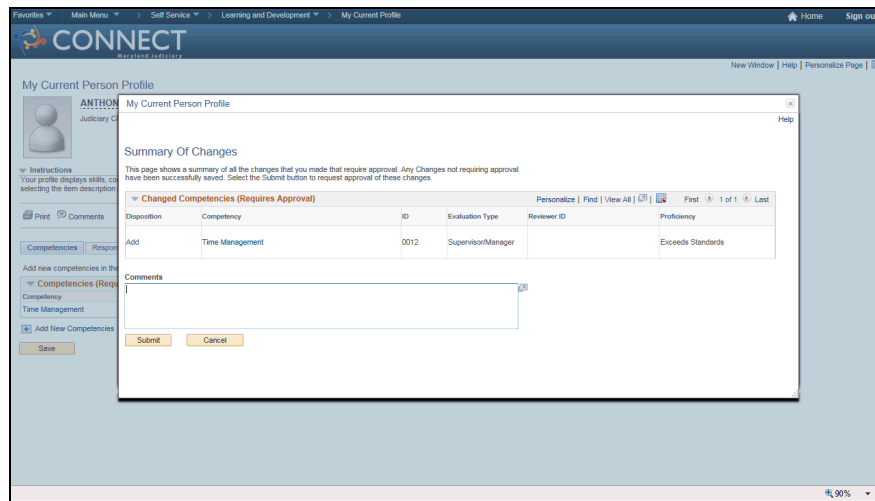
TRAINING GUIDE


CONNECT Employee Self Service

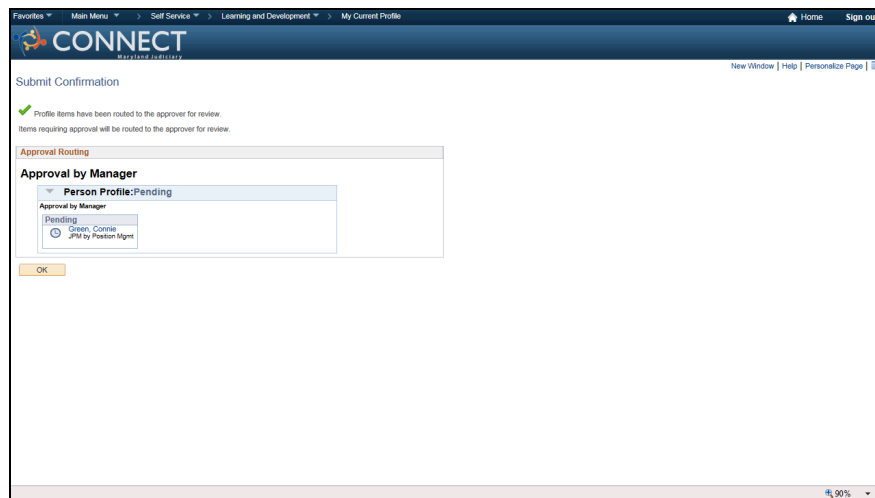
Step	Action	Notes
15.	Click the Supervisor/Manager list item. 	
16.	Click the Proficiency drop-down list. 	
17.	Click the Exceeds Standards list item. 	
18.	Click the Vertical Scrollbar to navigate down the page.	
19.	Click the OK button. 	





Step	Action	Notes
20.	Click the Save button. 	



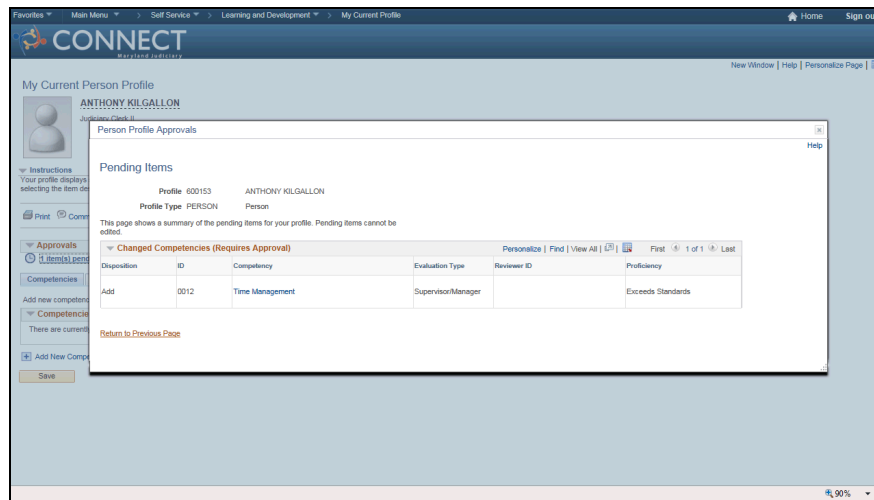
Step	Action	Notes
21.	Click the Submit button. 	
22.	Notice the message indicating the competency has been submitted for approval.	



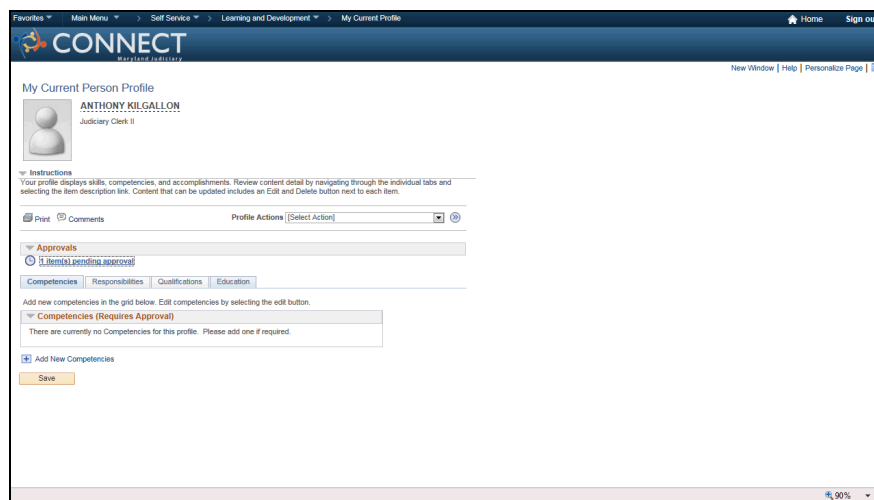
Step	Action	Notes
23.	Click the OK button. 	
24.	Click the 1 item(s) pending approval link. 	
25.	Notice the competency "Time Management" is pending manager approval.	

TRAINING GUIDE

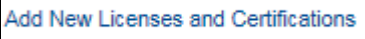
CONNECT Employee Self Service

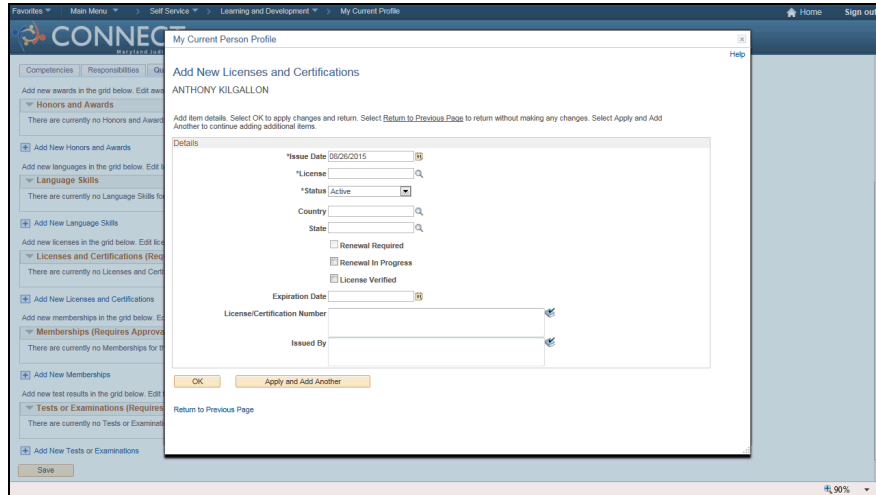




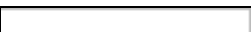
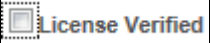

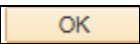
Step	Action	Notes
26.	Click the Return to Previous Page link. Return to Previous Page	
27.	The Judiciary will not be using Responsibilities as part of your profile.	



Step	Action	Notes
28.	Click the Qualifications tab. Qualifications	
29.	Click the Vertical scrollbar to move down the page.	

Step	Action	Notes
30.	Click the Add New Licenses and Certifications link. 	

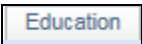



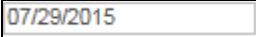

Step	Action	Notes
31.	Click in the License field. 	
32.	Enter "cla" into the License field.	
33.	Click in the Country field. 	
34.	Enter "usa" into the Country field.	
35.	Click in the State field. 	
36.	Enter "md" into the State field.	
37.	Click the License Verified checkbox. 	
38.	Click in the Expiration Date field. 	
39.	Enter "12/31/2017" into the Expiration Date field.	
40.	Click the OK button. 	



TRAINING GUIDE

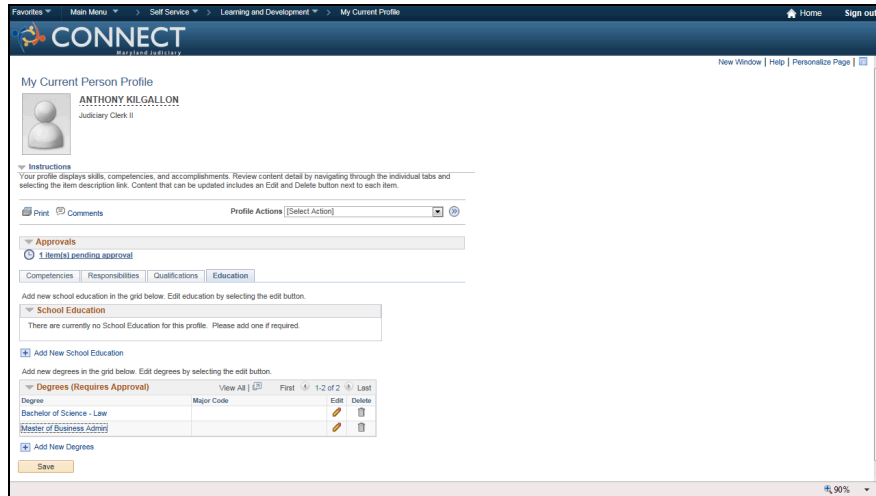
CONNECT Employee Self Service



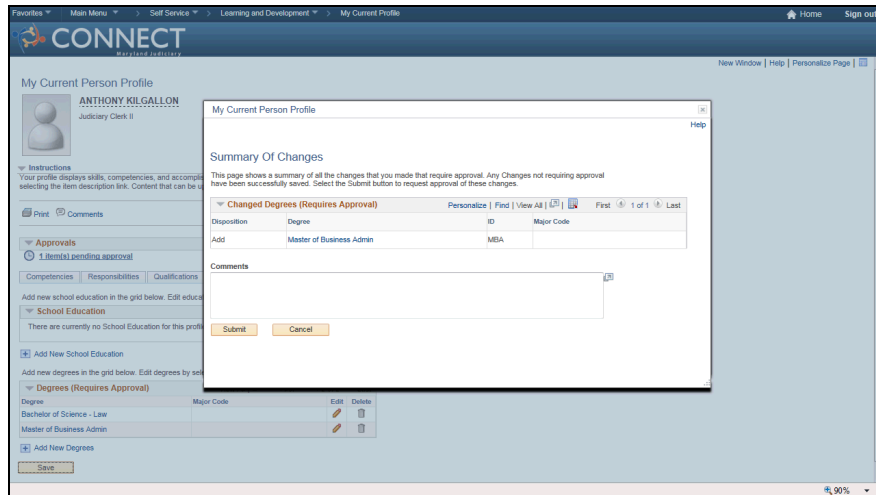
Step	Action	Notes
41.	Click the Education tab. 	
42.	Click the Add New Degrees link. 	

Step	Action	Notes
43.	Click in the Date Acquired field. 	
44.	Enter "07/29/2014" into the Date Acquired field.	
45.	Click the Look up Degree button. 	

Step	Action	Notes
46.	Click the Master of Business Admin link. 	
47.	Click the OK button. 	



Step	Action	Notes
48.	Click the Save button. 	

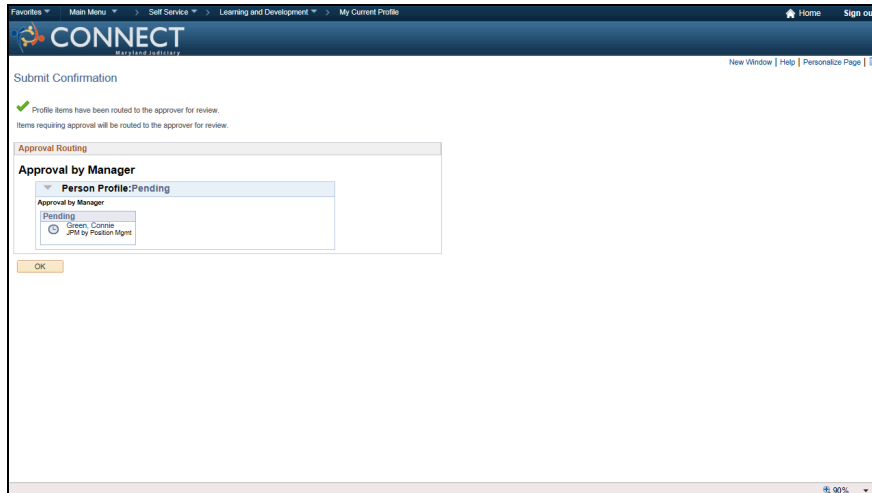


TRAINING GUIDE

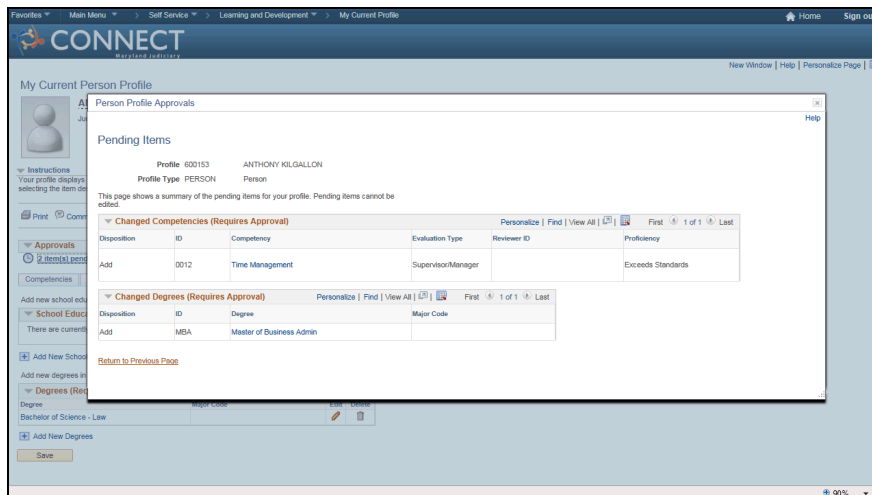
CONNECT Employee Self Service



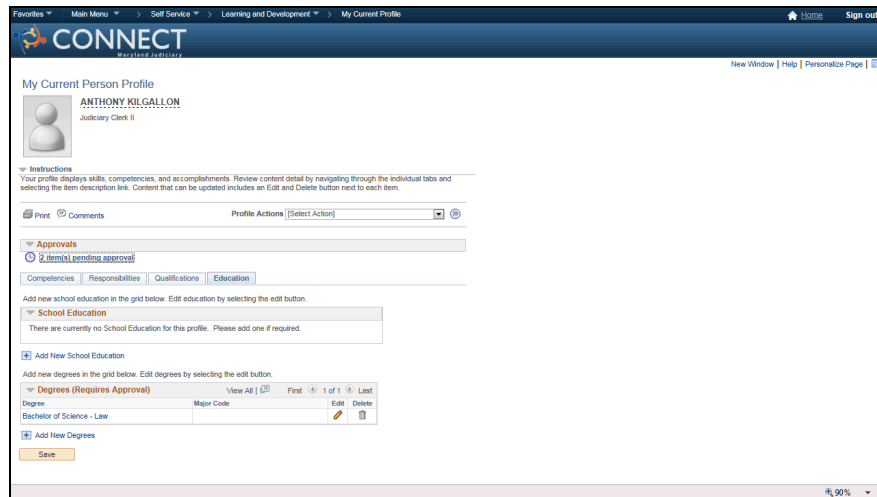
Step	Action	Notes
49.	Click the Submit button. 	



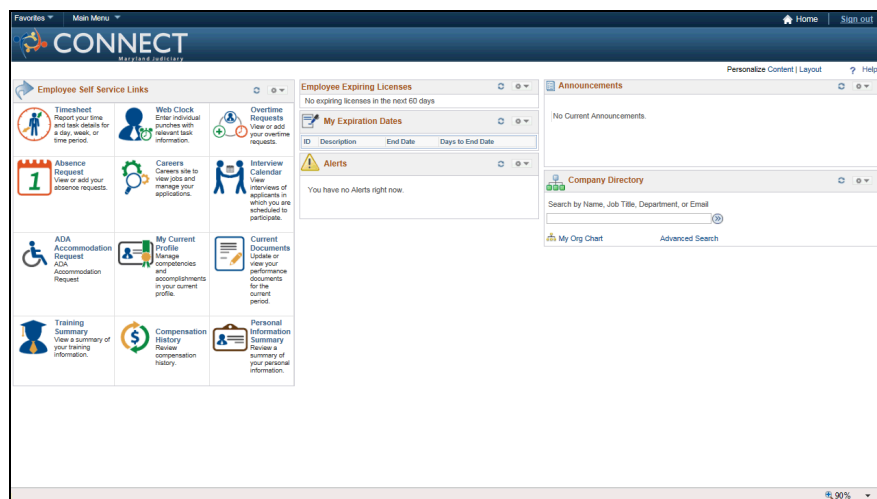
Step	Action	Notes
50.	Click the OK button. 	
51.	Click the 2 item(s) pending approval link. 	
52.	Notice the degree "MBA" has been added to the items pending manager approval.	




Step	Action	Notes
53.	Click the Return to Previous Page link. Return to Previous Page	
54.	If desired, you can print or save a PDF copy of your profile by clicking the print link.	



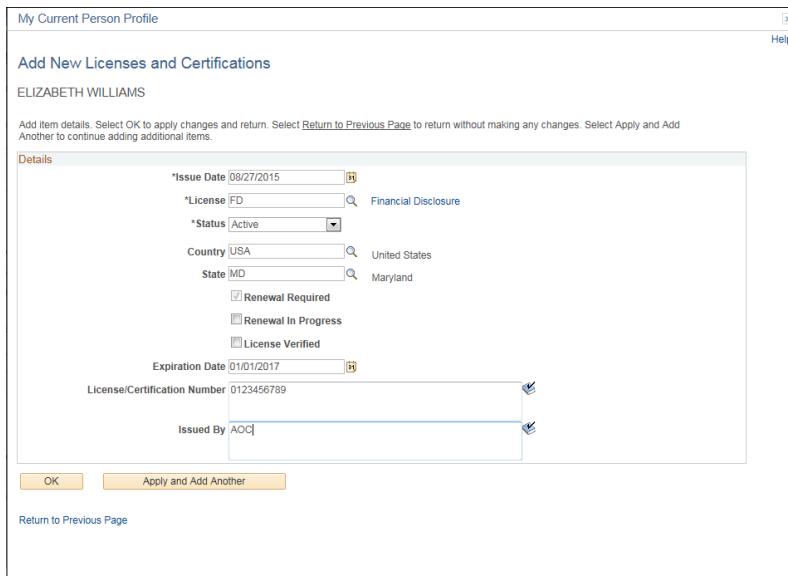
Step	Action	Notes
55.	Click the Home link. Home	



Step	Action	Notes
56.	Click the Sign out link. 	
57.	You have completed the topic "Updating My Personal Profile". End of Procedure.	

Adding Financial Disclosure to My Profile

Based on your income level, you might be required by the state to submit a financial disclosure. The process to complete the financial disclosure is not changing. However, once you have completed it, you will add the financial disclosure as a certification to your personal profile.



My Current Person Profile

Help

Add New Licenses and Certifications

ELIZABETH WILLIAMS

Add item details. Select OK to apply changes and return. Select [Return to Previous Page](#) to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

*Issue Date 08/27/2015

*License FD Financial Disclosure

*Status Active

Country USA United States

State MD Maryland

☒ Renewal Required

☐ Renewal In Progress

☐ License Verified

Expiration Date 01/01/2017

License/Certification Number 0123456789

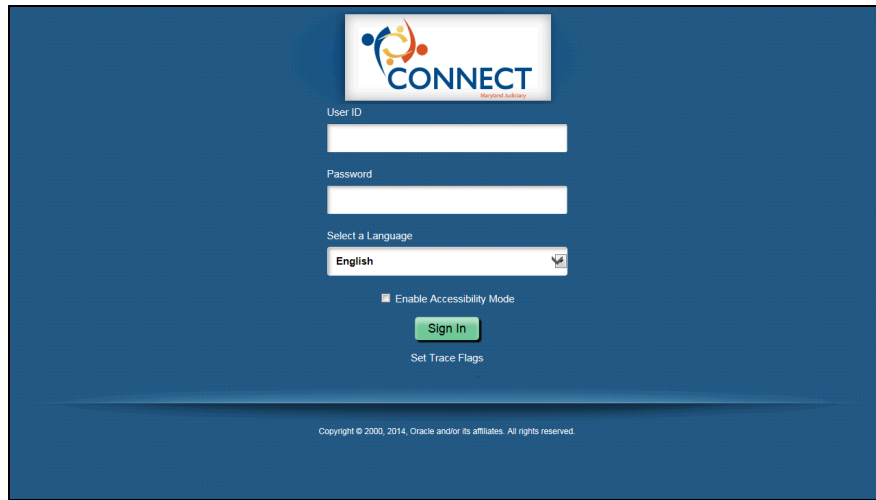
Issued By AOC

OK Apply and Add Another


[Return to Previous Page](#)

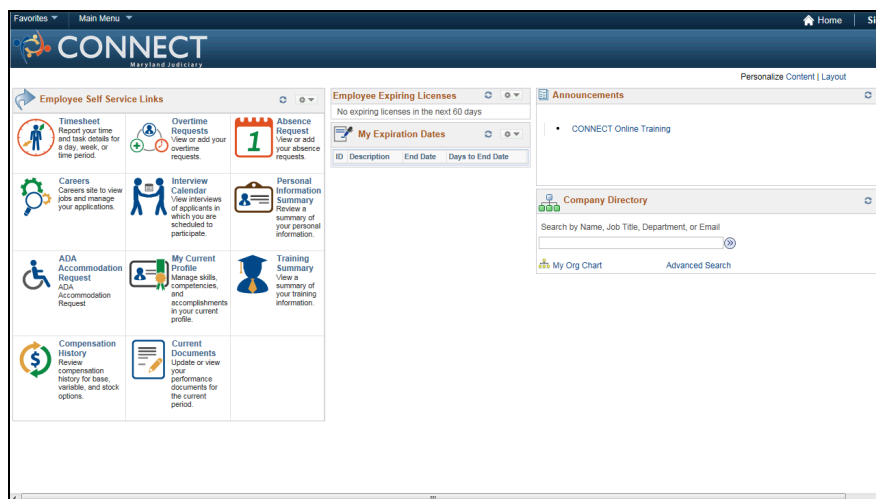
Procedure

In this topic, you will add a Financial Disclosure to your personal profile.



The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a 'Sign In' button. A link for 'Set Trace Flags' is located below the button. The footer contains the copyright notice: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " elizabeth.williams " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



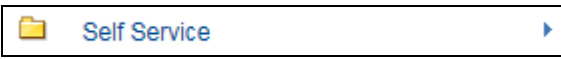

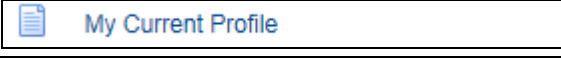
The main menu displays various service links on the left, including Timesheet, Overtime, Absence, Careers, Interview, Personal Information, ADA, My Current Profile, Training, Compensation History, and Current Documents. On the right, there are sections for 'Employee Expiring Licenses', 'Announcements', 'Company Directory', and 'My Org Chart'. The top navigation bar includes 'Favorites', 'Main Menu', 'Home', and 'Sign Out'.

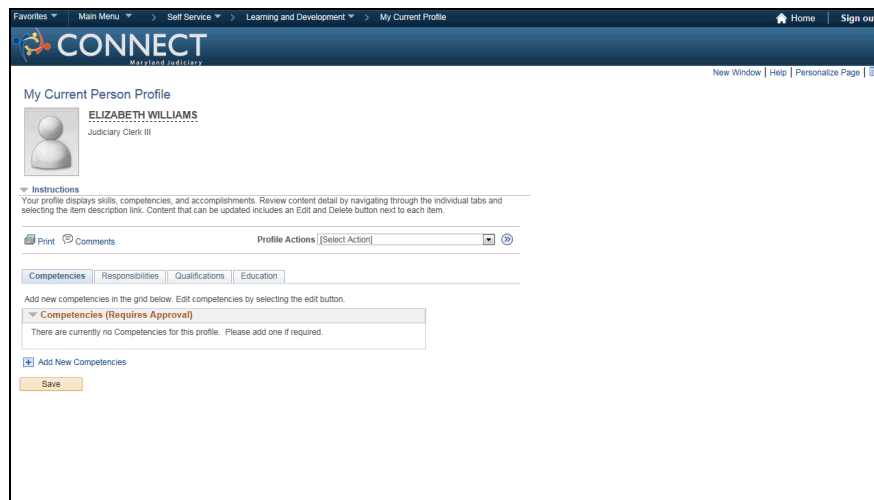
Step	Action	Notes
6.	Click the Main Menu button. 	

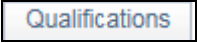

TRAINING GUIDE

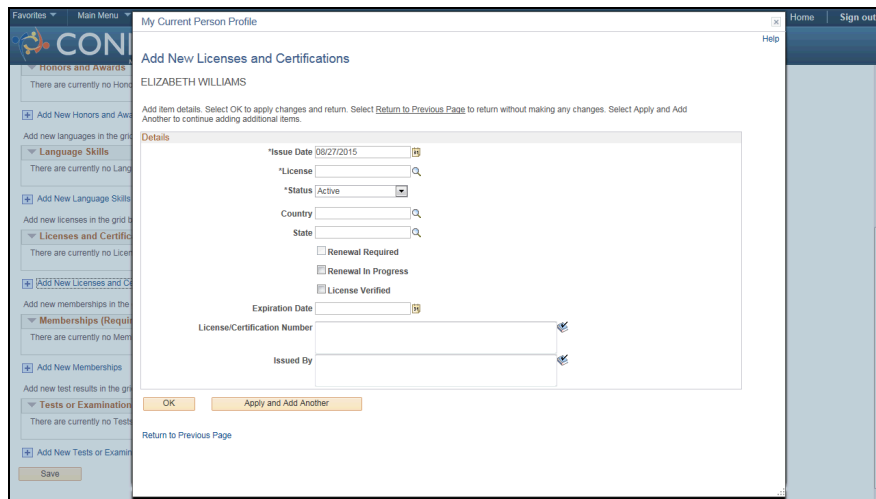
CONNECT Employee Self Service



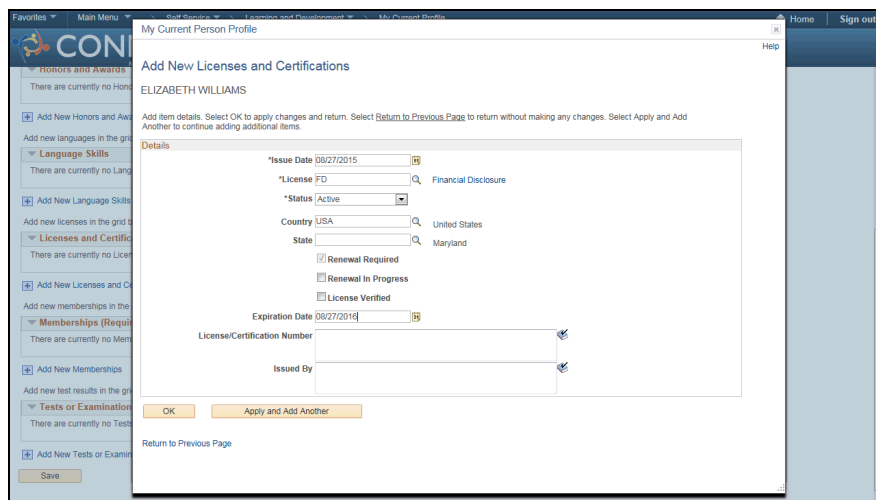
Step	Action	Notes
7.	Click the Self Service menu. 	
8.	Click the Learning and Development menu. 	
9.	Click the My Current Profile menu. 	



Step	Action	Notes
10.	Click the Qualifications tab. 	
11.	Click the Vertical scrollbar to move down the page.	
12.	Click the Add New Licenses and Certifications link. 	
13.	After completing your financial disclosure, enter the following information into the license/certification fields: <ul style="list-style-type: none"> • License • Country • State • Expiration Date • Financial Disclosure Number • Issued by 	



Step	Action	Notes
14.	Click in the License field. <input type="text"/>	
15.	Enter " fd " into the License field.	
16.	Click in the Country field. <input type="text"/>	
17.	Enter " usa " into the Country field.	



Step	Action	Notes
18.	Click in the State field. <input type="text"/>	

TRAINING GUIDE

CONNECT Employee Self Service



My Current Person Profile

Add New Licenses and Certifications

ELIZABETH WILLIAMS

Add item details. Select OK to apply changes and return. Select [Return to Previous Page](#) to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

*Issue Date: 08/27/2015

*License: FD Financial Disclosure

*Status: Active

Country: USA United States

State: Maryland

☒ Renewal Required

☐ Renewal In Progress

☐ License Verified

Expiration Date: 08/27/2016

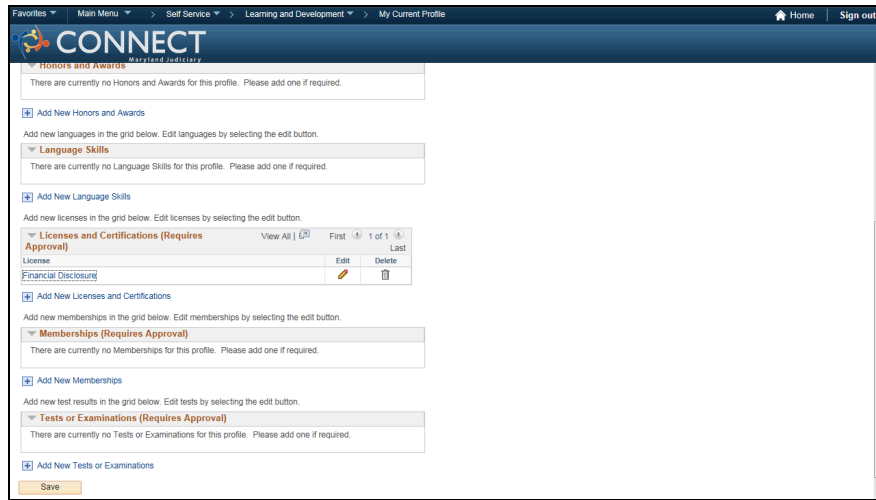
License/Certification Number:

Issued By:

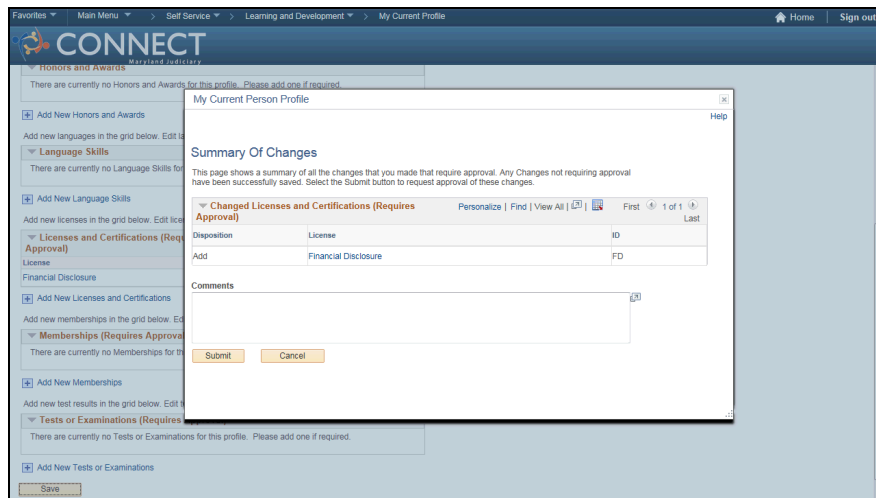
OK Apply and Add Another


[Return to Previous Page](#)

Step	Action	Notes
19.	Enter "md" into the State field.	
20.	Click in the Expiration Date field. 08/27/2016	
21.	Press [Backspace] to clear the field.	
22.	Enter "01/01/2017" into the Expiration Date field.	
23.	Click in the License/Certification Number field.	
24.	Enter "0123456789" into the License/Certification Number field.	
25.	Click in the Issued By field.	
26.	Enter "AOC" into the Issued By field.	
27.	Click the OK button. OK	



Step	Action	Notes
28.	Click the Save button. 	



Step	Action	Notes
29.	Click the Submit button. 	
30.	Your financial disclosure information will be reviewed and approved by your manager.	

TRAINING GUIDE

CONNECT Employee Self Service



Submit Confirmation

Profile items have been routed to the approver for review.
Items requiring approval will be routed to the approver for review.

Approval Routing

Approval by Manager

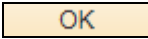
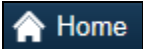
Person Profile: Pending

Approval by Manager

Pending

Karl, Deborah A.
JPM by Position Mgmt

OK

Step	Action	Notes
31.	Click the OK button. 	
32.	Click the Home link. 	

Employee Self Service Links

Timesheet: Report your time and task details for a day, week, or time period.

Overtime Requests: View or add your overtime requests.

Absence Request: View or add your absence requests.

Careers: Careers site to view jobs and manage your applications.

Interview Calendar: View interviews of applicants in which you are scheduled to participate.

Personal Information Summary: Review a summary of your personal information.

ADA Accommodation Request: ADA Accommodation Request.

My Current Profile: Manage skills, competencies, and accomplishments in your current profile.

Training Summary: View a summary of your training information.

Compensation History: Review compensation history for base, variable, and stock options.

Current Documents: Update or view your performance documents for the current period.

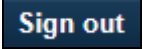
Employee Expiring Licenses: No expiring licenses in the next 60 days.

My Expiration Dates

Announcements

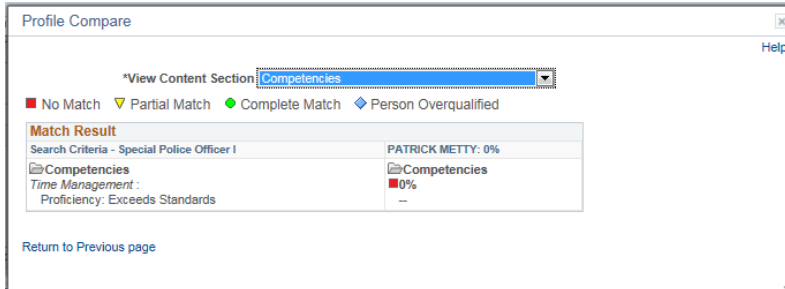
Company Directory: Search by Name, Job Title, Department, or Email.

My Org Chart: Advanced Search

Step	Action	Notes
33.	Click the Sign out link. 	
34.	You have completed the topic "Adding Financial Disclosure to My Profile". End of Procedure.	

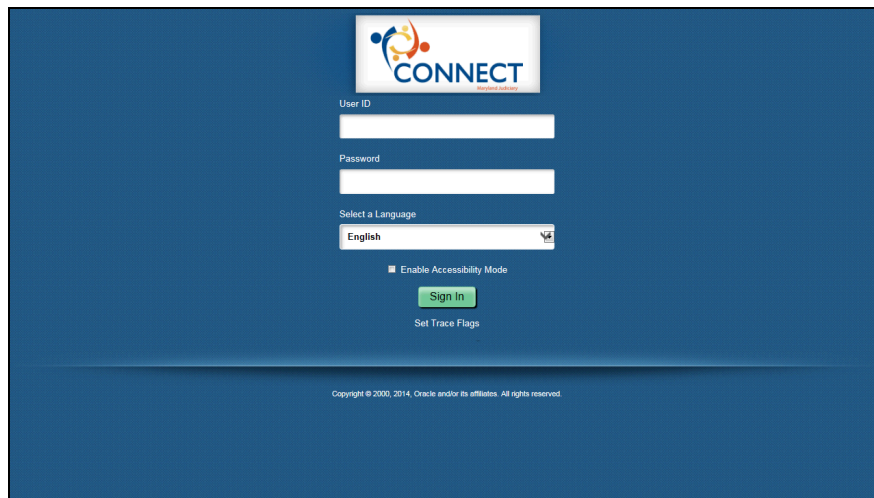
Comparing My Profile to My Current Job




CONNECT allows you to compare your personal profile to your job profile to identify any discrepancies that might exist.



Procedure

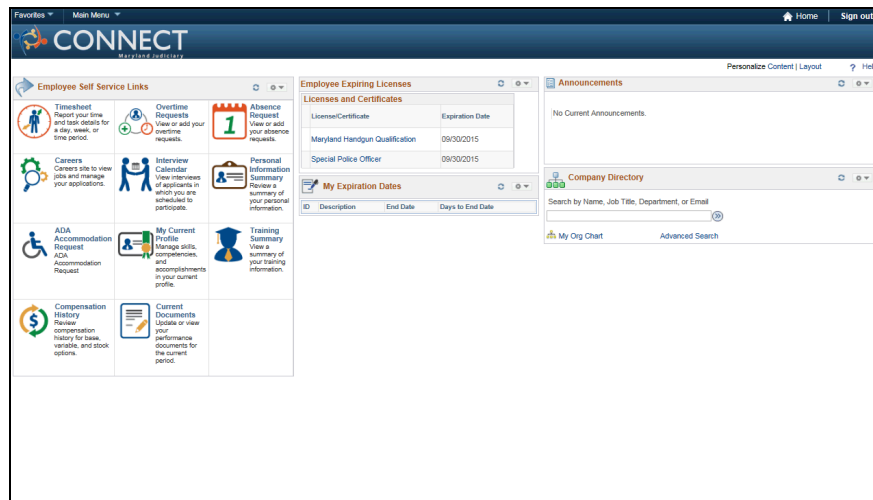
In this topic, you will compare your personal profile with your job profile.







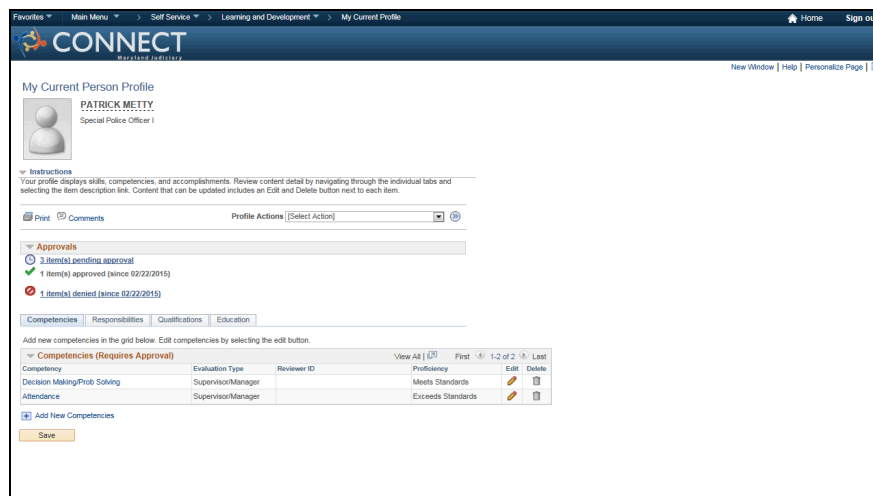
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " patrick.metty " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	


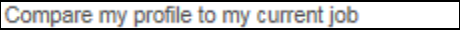

TRAINING GUIDE

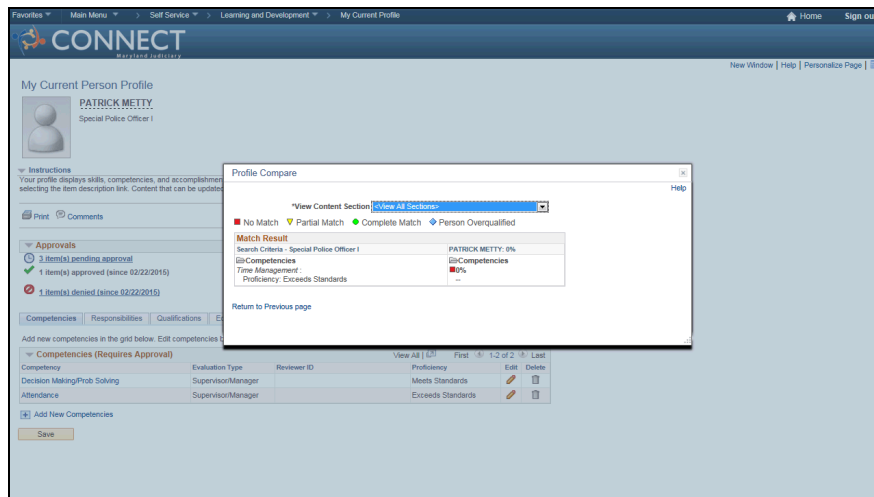
CONNECT Employee Self Service

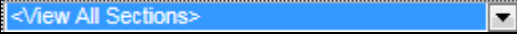
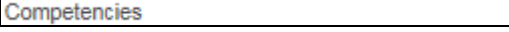



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning and Development menu. 	
9.	Click the My Current Profile menu. 	



Step	Action	Notes
10.	Click the Profile Actions drop-down list. 	
11.	Click the Compare my profile to my current job list item. 	
12.	Click the Go button. 	



Step	Action	Notes
13.	Click the View Content Section drop-down list. 	
14.	Click the Competencies list item. 	
15.	Compare the competencies associated with the Special Police Officer 1 job (Time Management) to Patrick's competencies. In this example, there is a 0% match indicating that Patrick's profile does not match his job profile.	
16.	If your personal profile does not match your job profile, you can copy your job profile in order to build your personal profile. The steps to do this are explained in the topic titled "Copying My Current Job Profile".	
17.	Click the Return to Previous page link. 	

TRAINING GUIDE

CONNECT Employee Self Service



My Current Person Profile

PATRICK METTY
Special Police Officer I

Instructions
Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

Print Comments Profile Actions [Select Action]

Approvals
3 item(s) pending approval
1 item(s) approved (since 02/22/2015)
1 item(s) denied (since 02/22/2015)

Competencies Responsibilities Qualifications Education

Add new competencies in the grid below. Edit competencies by selecting the edit button.

Competency	Evaluation Type	Reviewer ID	Proficiency	Edit	Delete
Decision Making/Prob Solving	Supervisor/Manager		Meets Standards		
Attendance	Supervisor/Manager		Exceeds Standards		

Add New Competencies

Save

Step	Action	Notes
18.	Click the Home link. 	

Employee Self Service Links

- TimeSheet: Report your time and task details for a day, week, or time period.
- Overtime: Requests View or add your overtime requests.
- Absence: Request View or add your absence requests.
- Careers: Careers site to view jobs and manage your applications.
- Interview: Interview View interviews or applicants in which you are scheduled to participate.
- Personal Information: Summary Review a summary of your personal information.
- ADA: Accommodation Request ADA Accommodation Request
- My Current Profile: Profile Manage skills, competencies, and accomplishments in your current profile.
- Training: Summary View a summary of your training information.
- Compensation: History Review compensation history for base, variable, and stock options.
- Current Documents: Documents Update or view your performance documents for the current period.

Employee Expiring Licenses

Licenses/Certificate	Expiration Date
Maryland Handgun Qualification	09/30/2015
Special Police Officer	09/30/2015

My Expiration Dates

ID	Description	End Date	Days to End Date

Announcements

No Current Announcements.

Company Directory

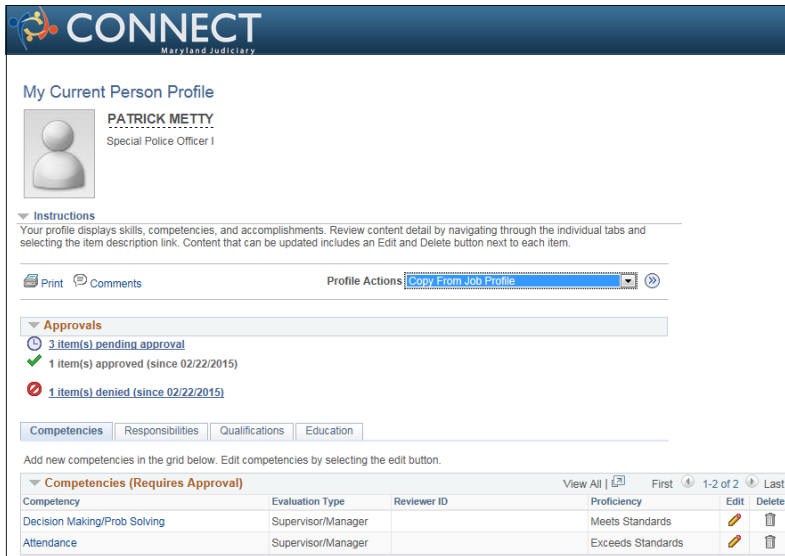
Search by Name, Job Title, Department, or Email

My Org Chart Advanced Search

Step	Action	Notes
19.	Click the Sign out link. 	
20.	You have completed the topic "Comparing My Profile to My Current Job". End of Procedure.	

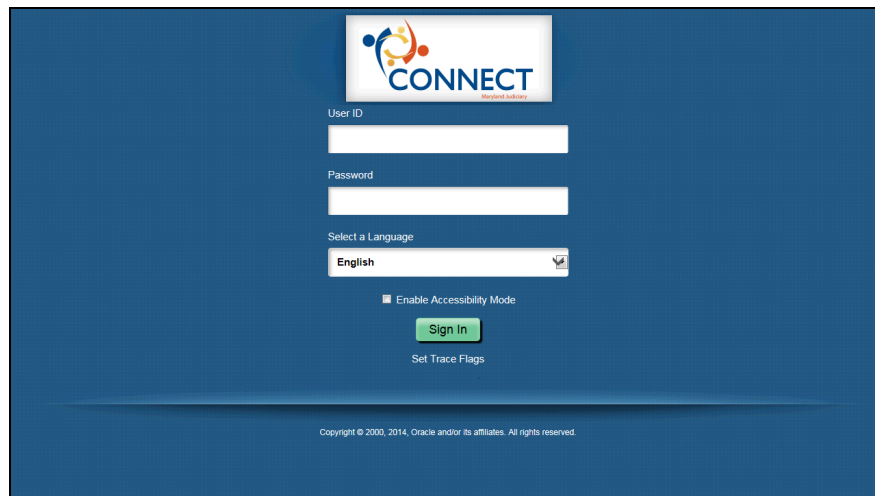
Copying My Current Job Profile

Copying your job profile allows you to take all the attributes of your job profile and add them to your personal profile so your job and personal profiles are in sync. It is important to note that any competencies added to your profile will need to be approved by your manager before your profile is finalized.



Procedure

In this topic, you will copy your job profile to your personal profile.




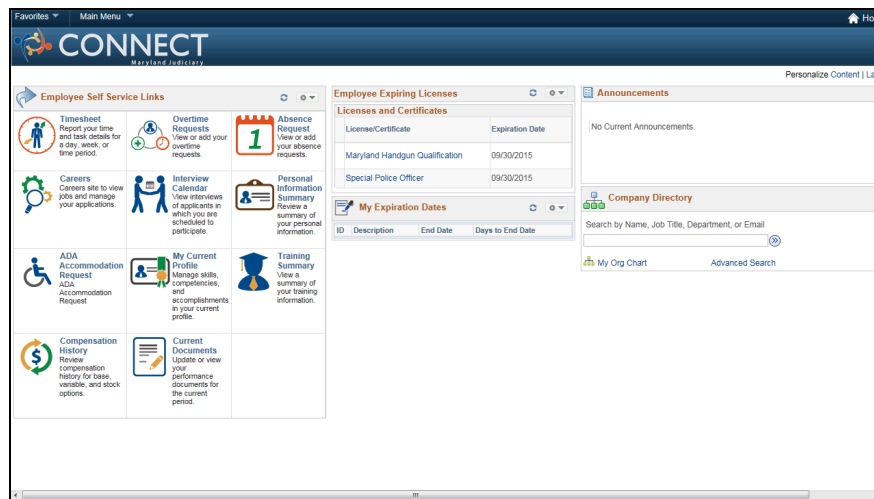
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " patrick.metty " into the User ID field.	


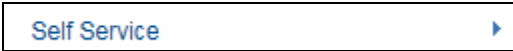


TRAINING GUIDE

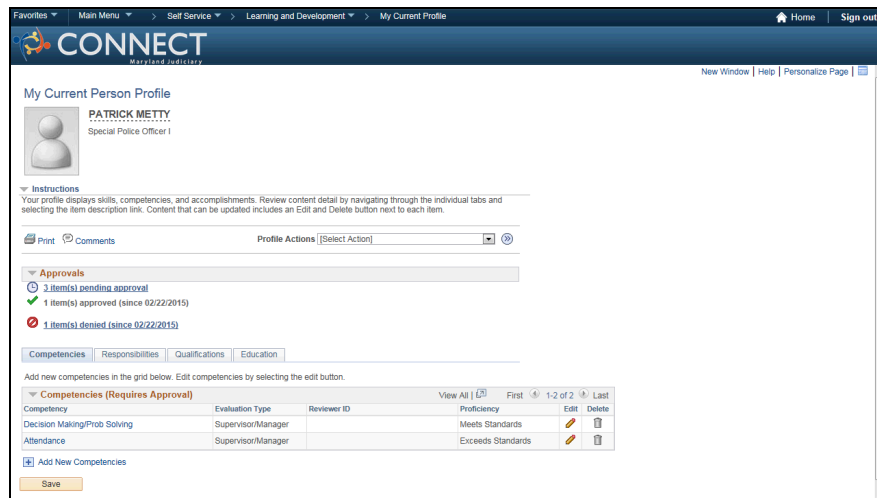
CONNECT Employee Self Service



Step	Action	Notes
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning and Development menu. 	
9.	Click the My Current Profile menu. 	



My Current Person Profile

PATRICK METTY
Special Police Officer I

Instructions
Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

Print Comments Profile Actions [Select Action]

Approvals
3 item(s) pending approval
1 item(s) approved (since 02/22/2015)
1 item(s) denied (since 02/22/2015)


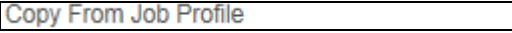

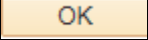

Competencies Responsibilities Qualifications Education

Add new competencies in the grid below. Edit competencies by selecting the edit button.

Competency	Evaluation Type	Reviewer ID	Proficiency	Edit	Delete
Decision Making/Prob Solving	Supervisor/Manager		Meets Standards		
Attendance	Supervisor/Manager		Exceeds Standards		

Add New Competencies

Save

Step	Action	Notes
10.	Click the Profile Actions drop-down list. 	
11.	Click the Copy From Job Profile list item. 	
12.	Click the Go button. 	
13.	Click the OK button. 	
14.	The competency " Time Management " was copied from your job profile and added to your current profile.	
15.	Click the Edit button for Time Management. 	

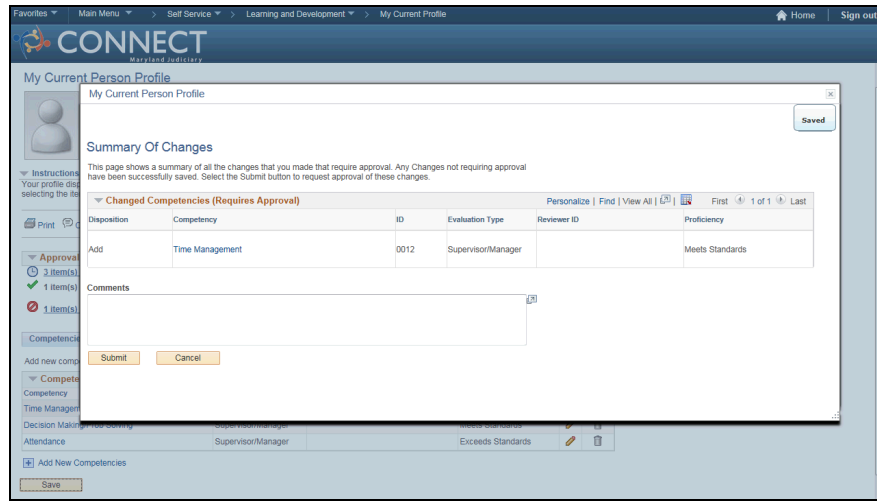
TRAINING GUIDE

CONNECT Employee Self Service

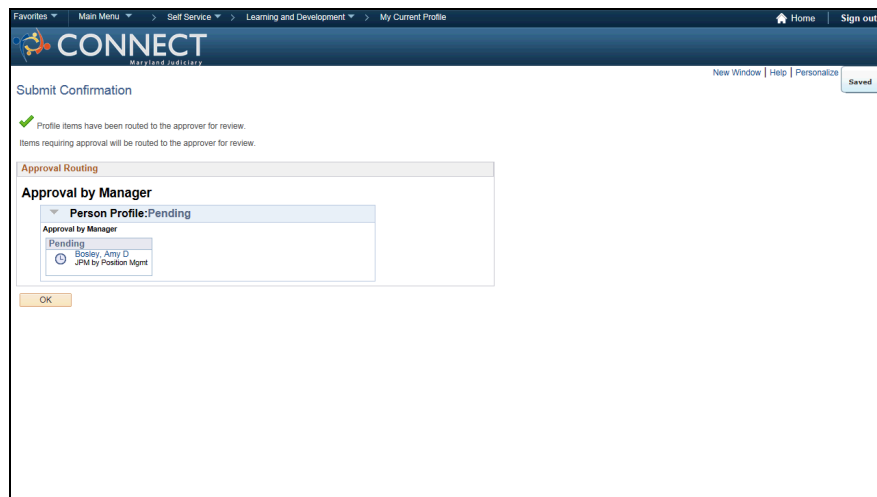


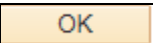
Step	Action	Notes
16.	Click the Proficiency drop-down list. 	
17.	Click the Meets Standards list item. 	
18.	Click the Vertical scrollbar to move down the page.	
19.	Click the OK button. 	

Step	Action	Notes
20.	Click the Save button. 	



Step	Action	Notes
21.	Click the Submit button. 	



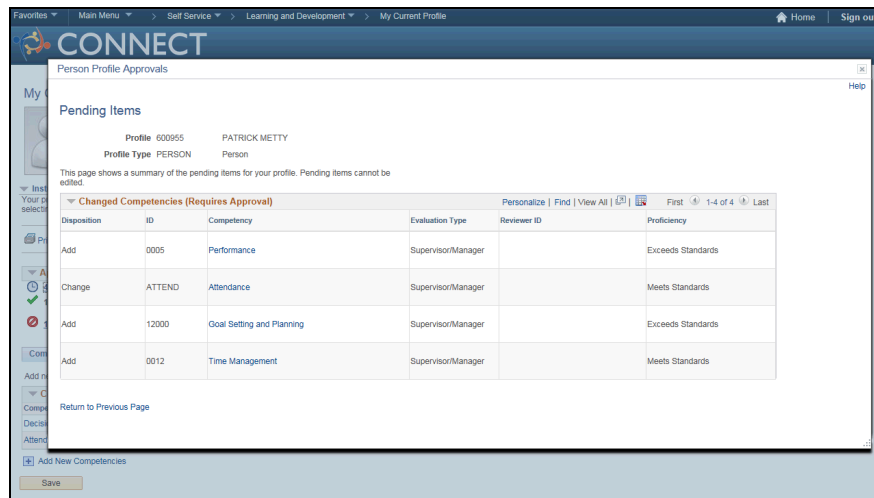
Step	Action	Notes
22.	Click the OK button. 	
23.	Notice the competency "Time Management" is no longer displayed in the Competencies section. It has been submitted for approval.	

TRAINING GUIDE

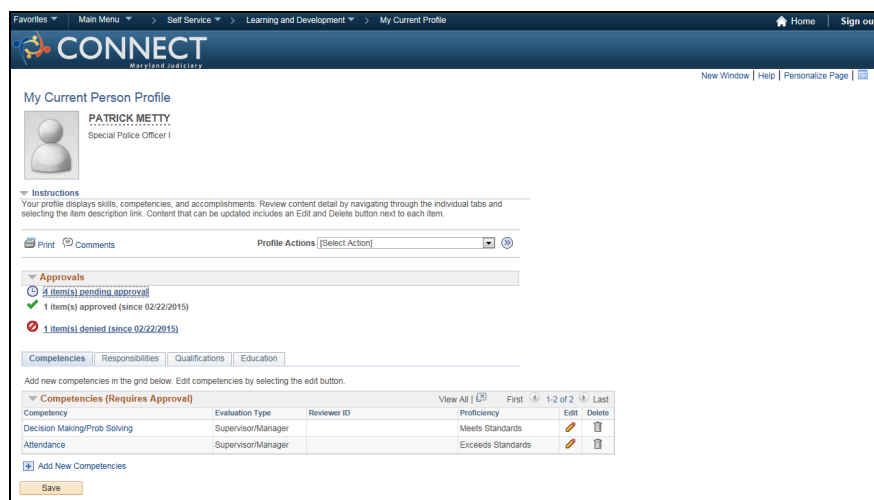
CONNECT Employee Self Service



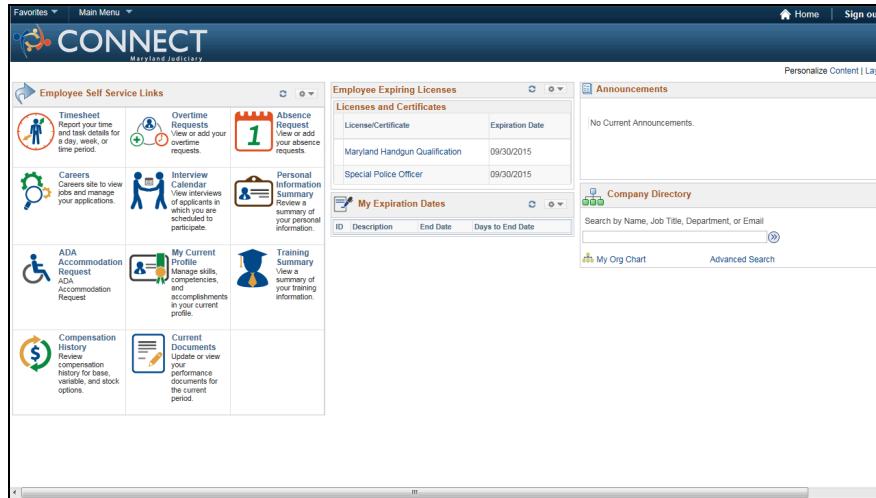
Step	Action	Notes
24.	Click the 4 item(s) pending approval link. 4 item(s) pending approval	
25.	Here you can see that "Time Management" is displayed in the pending items for your profile. If approved by your manager, Time Management will be displayed as a competency on your profile.	




Step	Action	Notes
26.	Click the Return to Previous Page link. Return to Previous Page	



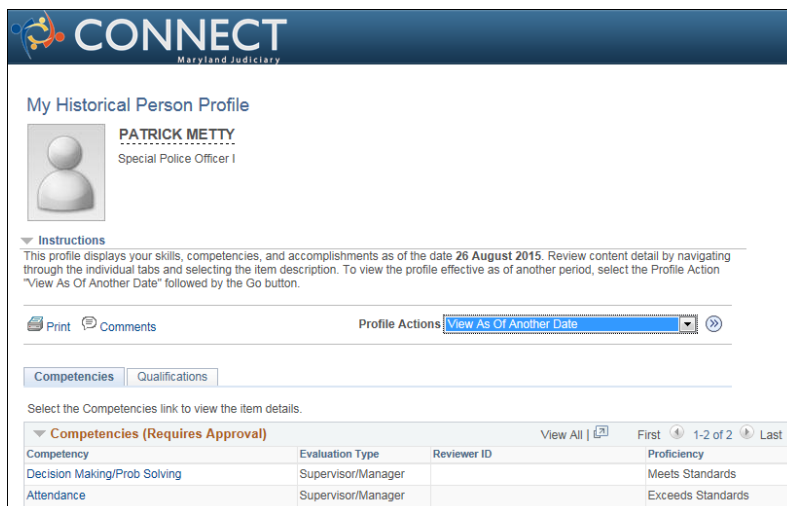
Step	Action	Notes
27.	Click the Home link.  Home	



Step	Action	Notes
28.	Click the Sign out link.  Sign out	
29.	You have completed the topic "Copying My Current Job Profile". End of Procedure.	

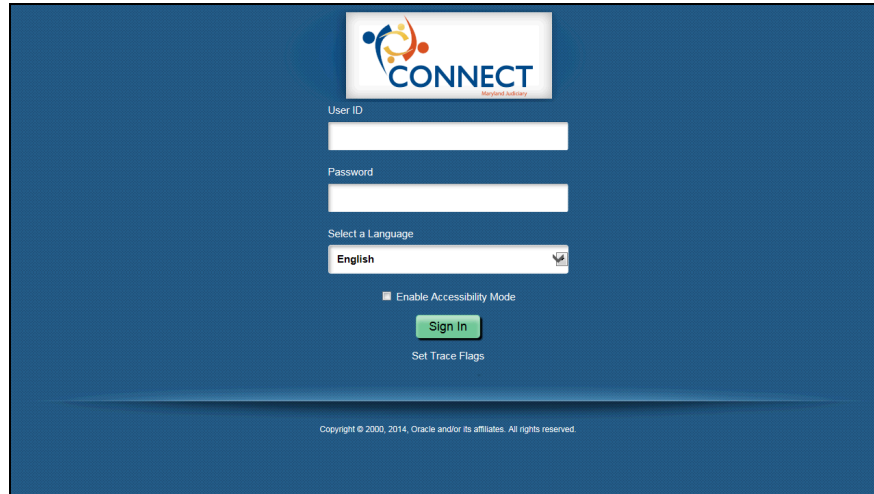
Viewing My Historical Profiles

Viewing historical profiles gives you the ability to view the attributes of your personal profile for a specific date in the past.




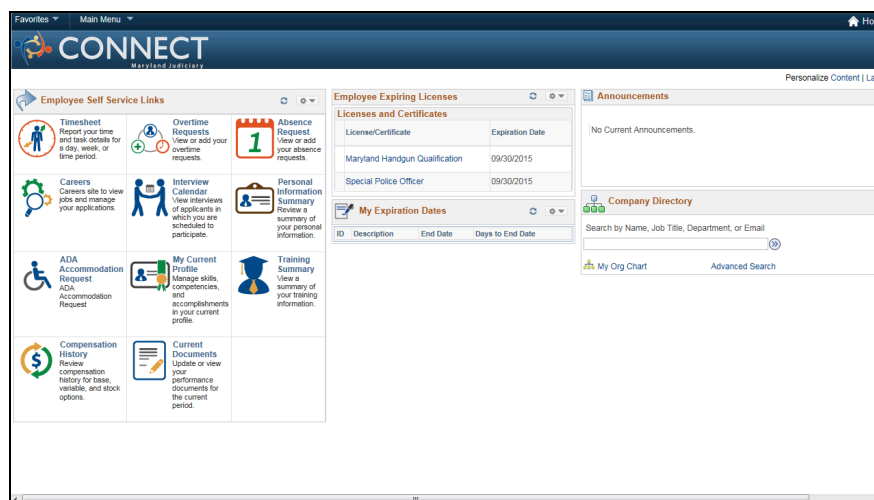
Procedure

In this topic, you will view your historical profiles.




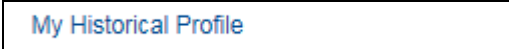


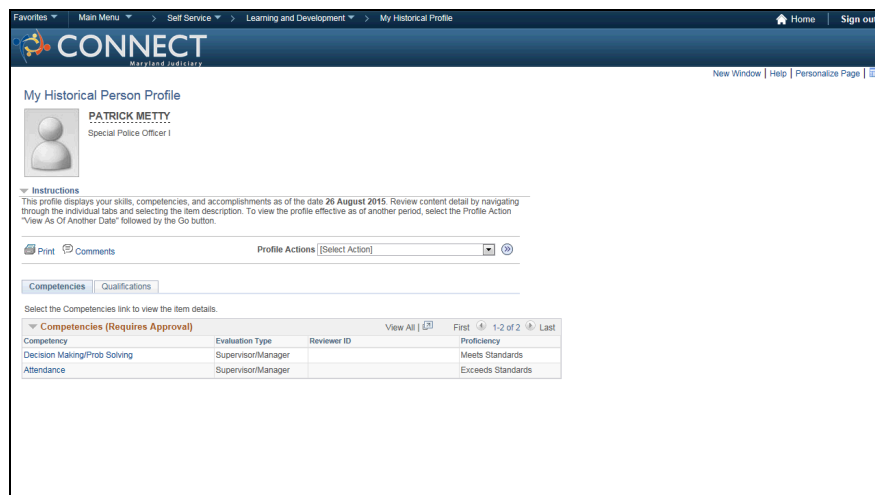
The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. A link for 'Set Trace Flags' is located below the button. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'



Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " patrick.metty " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



The dashboard displays various service links on the left, including Timesheet, Overtime Requests, Absence Request, Careers, Interview Calendar, Personal Information Summary, ADA Accommodation Request, My Current Profile, Training Summary, Compensation History, and Current Documents. The main area shows 'Employee Expiring Licenses' with a table listing 'Maryland Handgun Qualification' and 'Special Police Officer' with their expiration dates. The right sidebar contains 'Announcements' (No Current Announcements), 'Company Directory' (Search by Name, Job Title, Department, or Email), and 'My Org Chart'.

Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning and Development menu. 	
9.	Click the My Historical Profile menu. 	
10.	By default, CONNECT displays your competencies as of the current date. In this example, the current date is 08/26/2015. On 08/26/2015, Patrick had two competencies: Decision Making and Attendance. To view historical profile details, enter a date prior to the current date.	




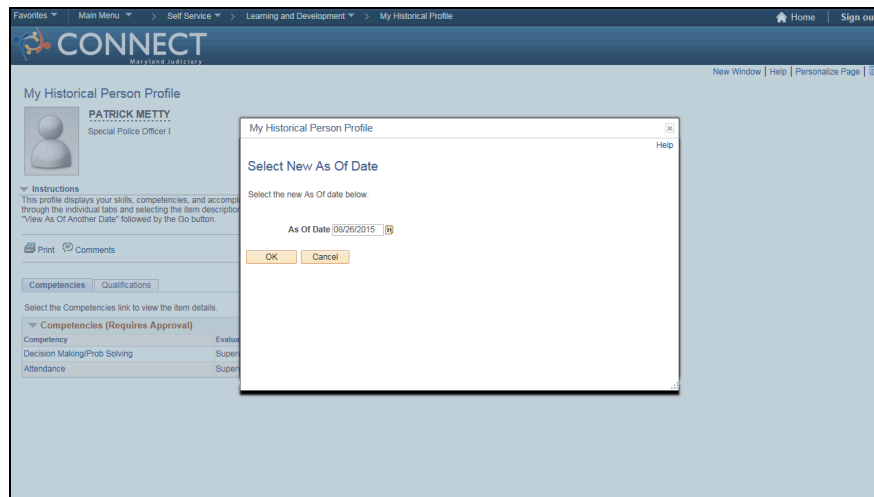
Step	Action	Notes
11.	Click the Profile Actions drop-down list. 	
12.	Click the View As Of Another Date list item. 	

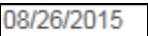
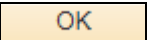
TRAINING GUIDE

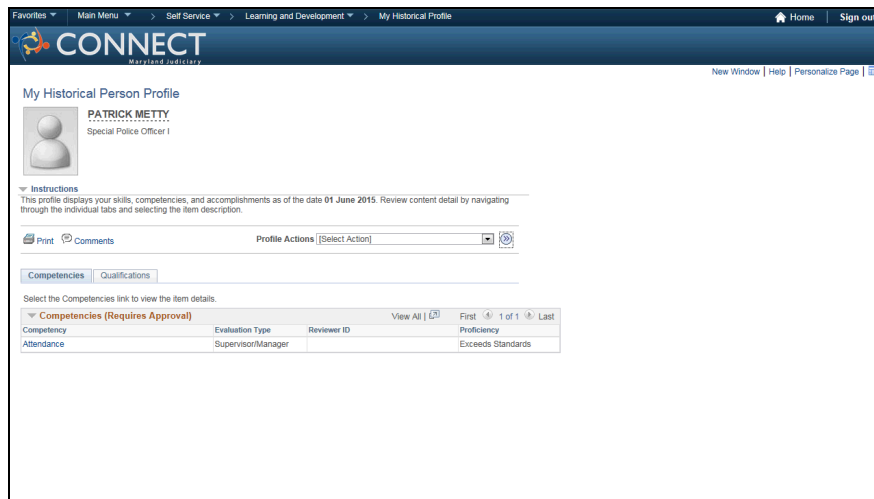
CONNECT Employee Self Service





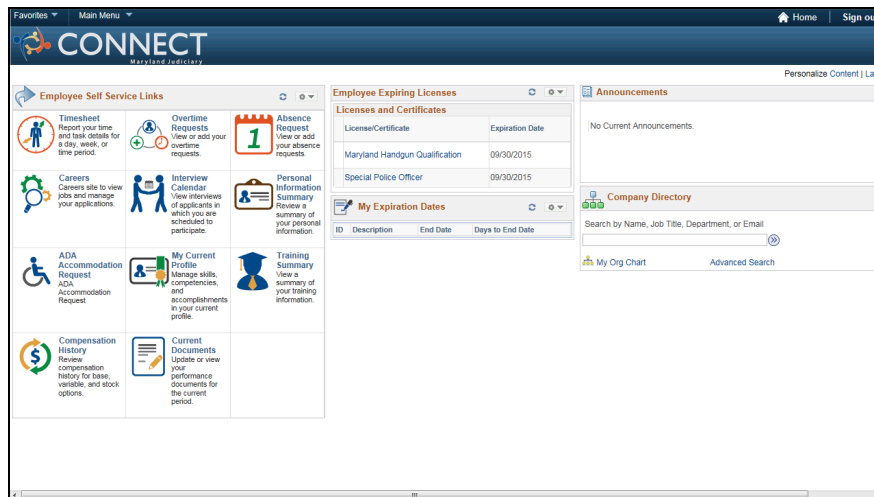
Step	Action	Notes
13.	Click the Go button. 	



Step	Action	Notes
14.	Click in the As Of Date field. 	
15.	Press [Backspace] .	
16.	Enter " 06/01/2015 " into the As Of Date field.	
17.	Click the OK button. 	
18.	Notice the Decision Making competency is no longer displayed. Patrick's only competency on 06/01/2015 was Attendance.	



Step	Action	Notes
19.	Click the Qualifications tab. 	
20.	Notice Patrick's qualifications did not change between 06/01/2015 and 08/26/2015.	
21.	Click the Home link. 	




Step	Action	Notes
22.	Click the Sign out link. 	

Step	Action	Notes
23.	You have completed the topic "Viewing My Historical Profiles". End of Procedure.	

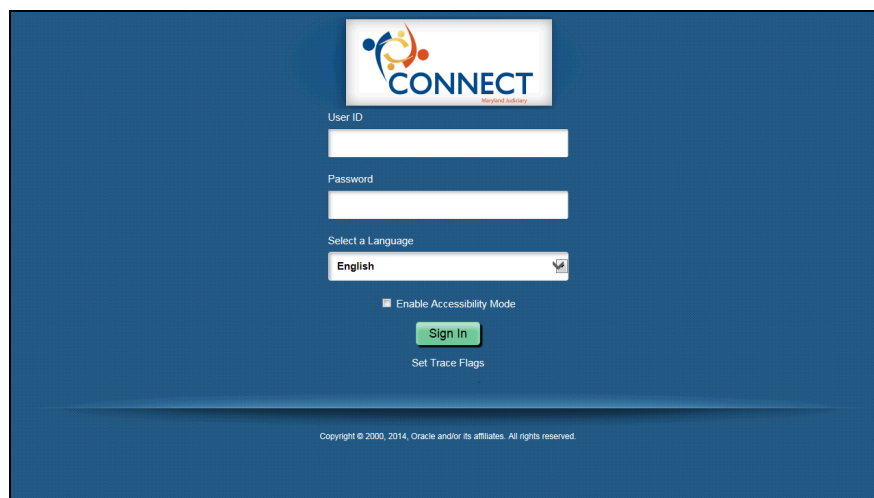
View Job Profiles and Express Interest

Expressing interest in job profiles lets your manager know which job(s) you are interested in so you can plan your career progression.




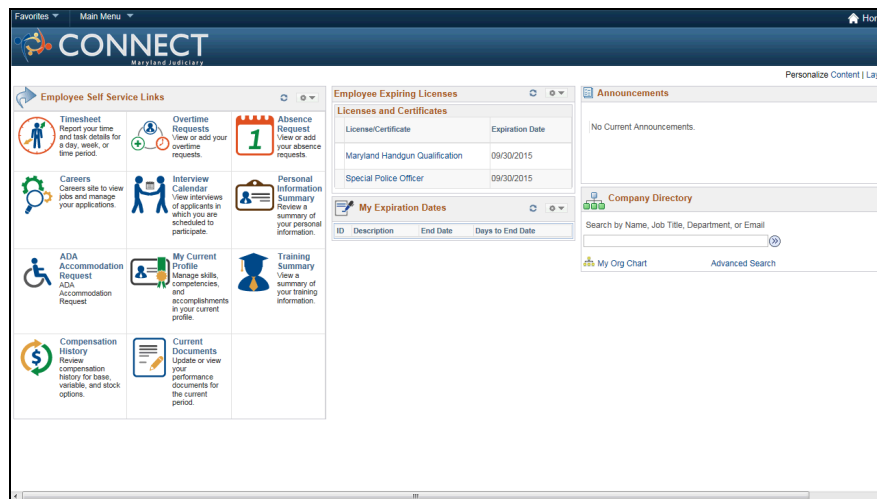
Procedure


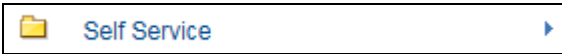


In this topic, you will view job profiles and express interest in becoming a judiciary clerk.



Step	Action	Notes
1.	Click in the User ID field.	

Step	Action	Notes
2.	Enter " patrick.metty " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning and Development menu. 	
9.	Click the View Job Profiles menu. 	

TRAINING GUIDE

CONNECT Employee Self Service



View Job Profiles

Select a Profile

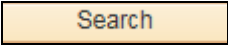
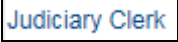
To view a Profile, enter your search criteria and select the "Search" push button.

Basic Search Criteria

Type Job

Profile Name

Search Clear Advanced Search

Step	Action	Notes
10.	Click the Search button. 	
11.	The search results display all profiles in CONNECT. When this topic was created, only two job profiles existed. In CONNECT, you will see more profiles.	
12.	Click the Judiciary Clerk link. 	
13.	You can click the Competencies, Qualifications, and Education tabs to view each attribute of the job profile.	

View Job Profile

Judiciary Clerk

This profile displays competencies, qualifications, and responsibilities of a certain job code, position, job family, salary grade, or other defined business entity.

Print Comments Profile Actions [Select Action]

Competencies Responsibilities Qualifications Education

View Competencies detail by selecting the item name link.

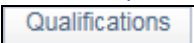


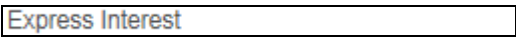

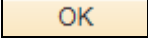
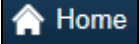
Competencies View All | First 1-2 of 2 | Last

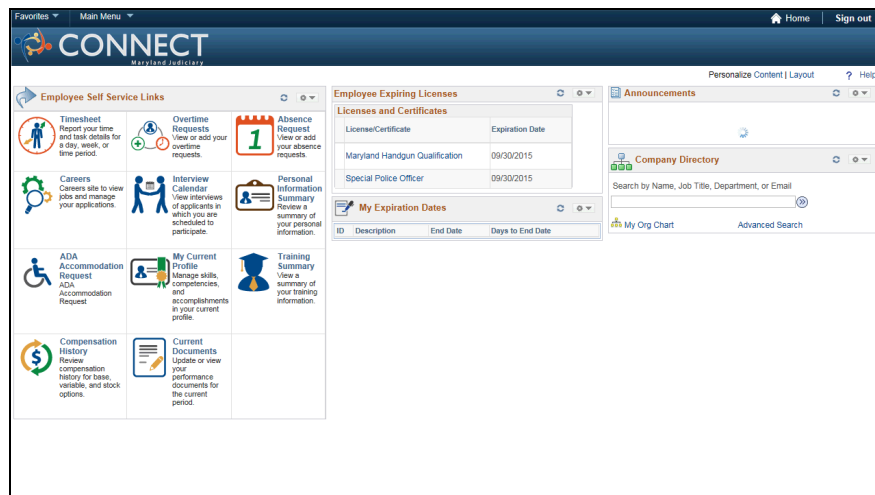
Competency

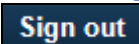
Cooperation and Support

Work Quality

Return to Previous Page

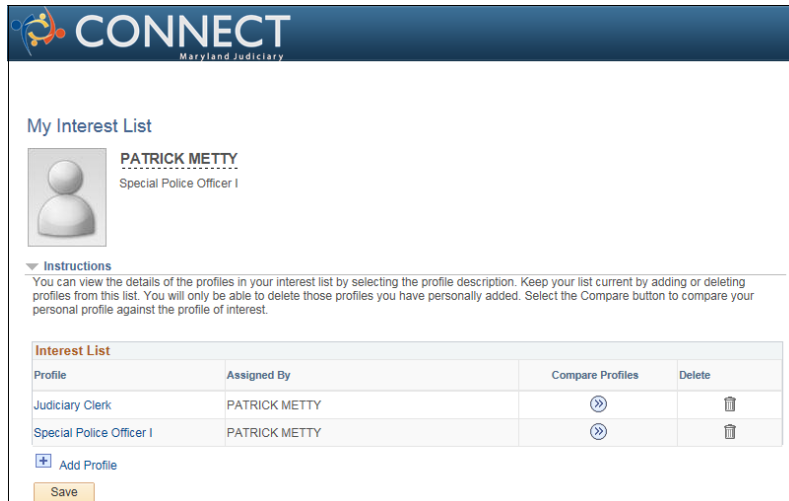
Step	Action	Notes
14.	Click the Qualifications tab. 	
15.	Click the Vertical scrollbar to move down the page.	
16.	Click the Education tab. 	
17.	Click the Profile Actions drop-down list. 	
18.	Click the Express Interest list item. 	
19.	Click the Go button. 	
20.	Click the OK button. 	
21.	Click the Home link. 	



Step	Action	Notes
22.	Click the Sign out link. 	
23.	You have completed the topic "Viewing Job Profiles and Expressing Interest". End of Procedure.	

Viewing My Interest List

Once you have expressed interest in one or more job profiles, you can use your Interest List to view the profiles.



My Interest List

PATRICK METTY
Special Police Officer I

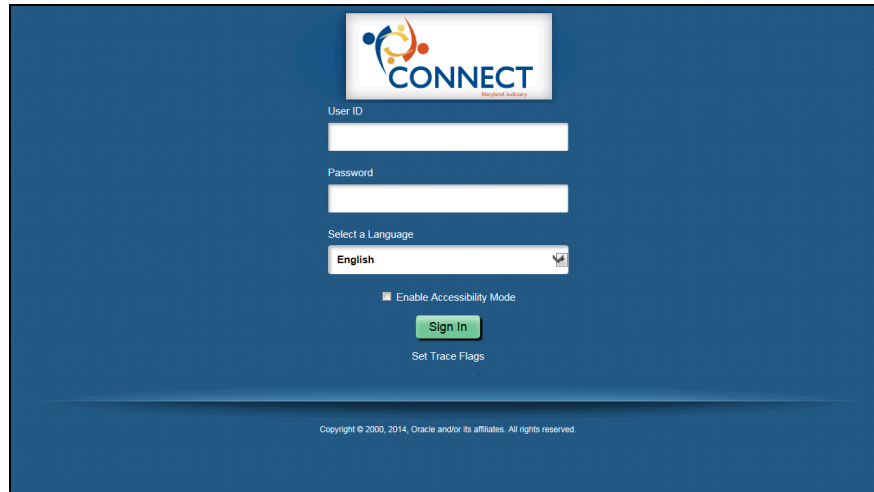
Instructions
You can view the details of the profiles in your interest list by selecting the profile description. Keep your list current by adding or deleting profiles from this list. You will only be able to delete those profiles you have personally added. Select the Compare button to compare your personal profile against the profile of interest.

Profile	Assigned By	Compare Profiles	Delete
Judiciary Clerk	PATRICK METTY	⊗	🗑
Special Police Officer I	PATRICK METTY	⊗	🗑

[+ Add Profile](#)
[Save](#)

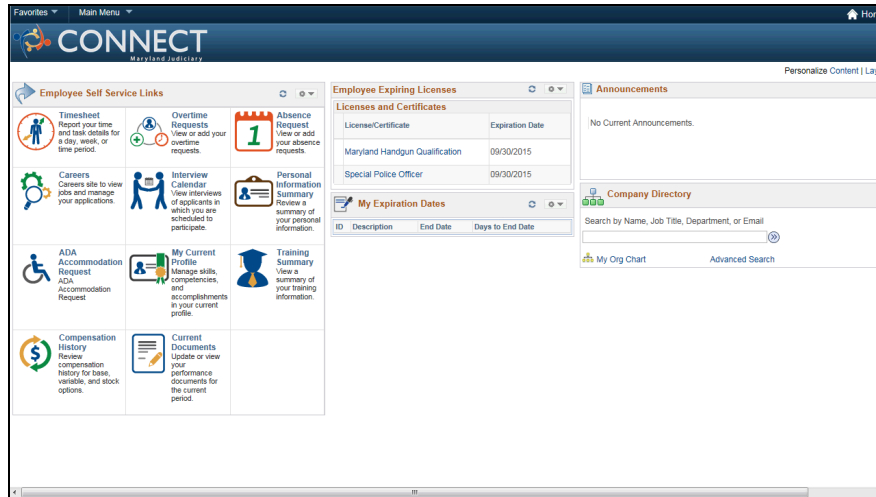
Procedure





In this topic, you will view the job profiles for which you have expressed an interest.



Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " patrick.metty " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	

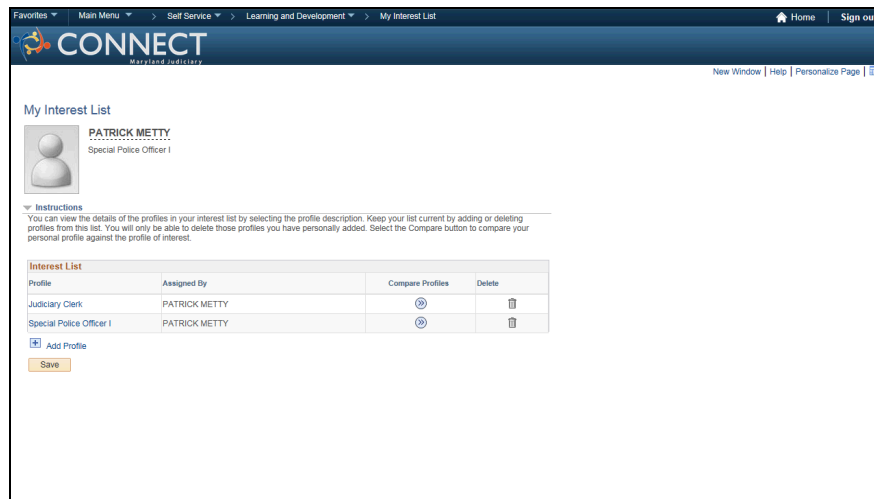
Step	Action	Notes
5.	Click the Sign In button. 	




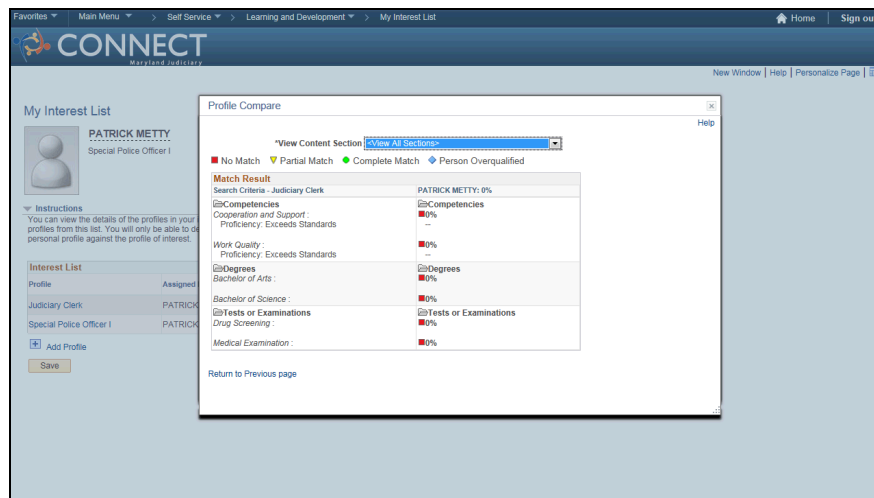
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning and Development menu. 	
9.	Click the My Interest List menu. 	
10.	Notice the Interest List displays two job profiles.	


TRAINING GUIDE

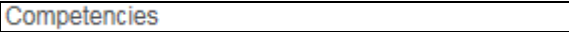
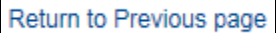
CONNECT Employee Self Service

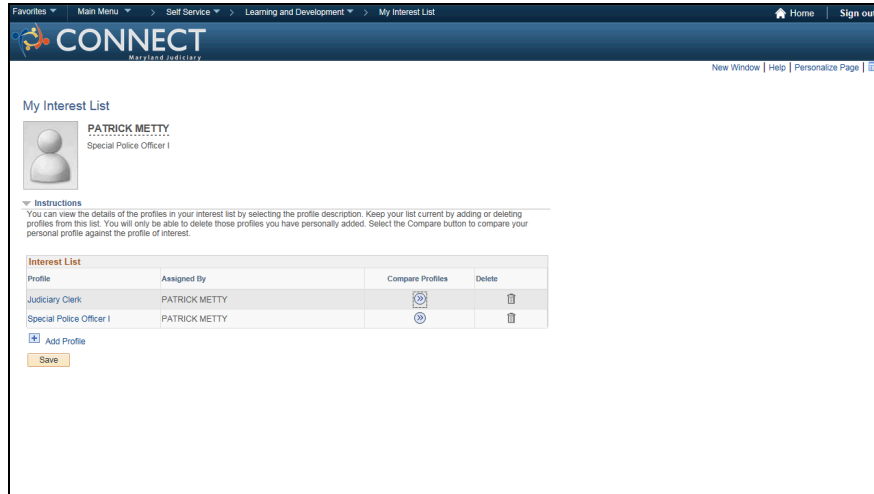


Step	Action	Notes
11.	Click the Compare button for the Judiciary Clerk profile. 	
12.	You can use the Profile Compare feature to compare your personal profile with the job profile in which you are interested. In this example, Patrick's profile does not meet any of the attributes for becoming a Judiciary Clerk.	



Step	Action	Notes
13.	Click the View Content Section drop-down list. 	





Step	Action	Notes
14.	Click the Competencies list item. 	
15.	Click the Return to Previous page link. 	





My Interest List

PATRICK METTY
Special Police Officer I

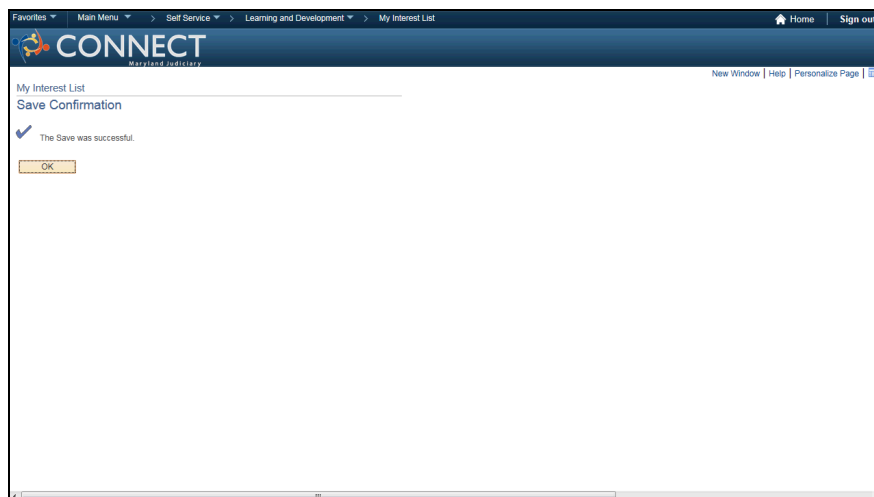
Instructions
You can view the details of the profiles in your interest list by selecting the profile description. Keep your list current by adding or deleting profiles from this list. You will only be able to delete those profiles you have personally added. Select the Compare button to compare your personal profile against the profile of interest.

Profile	Assigned By	Compare Profiles	Delete
Judiciary Clerk	PATRICK METTY		
Special Police Officer I	PATRICK METTY		


 Add Profile




Step	Action	Notes
16.	Click the Save button. 	



Save Confirmation

 The Save was successful.

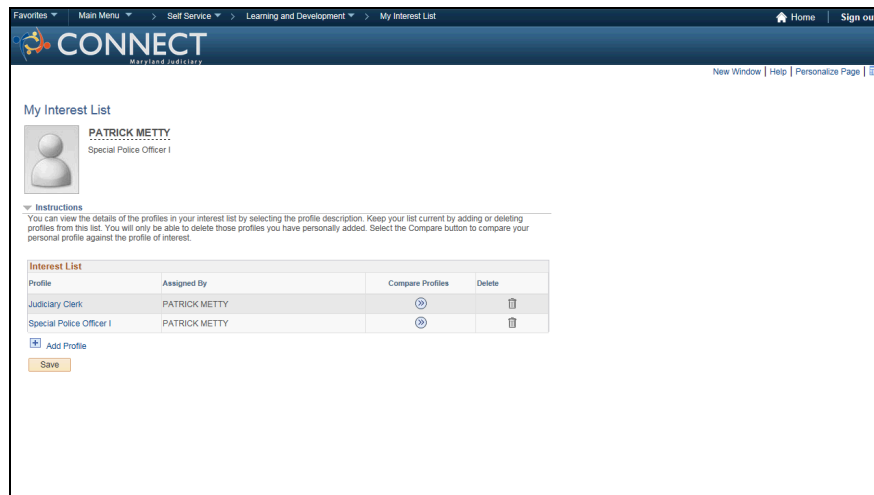


TRAINING GUIDE

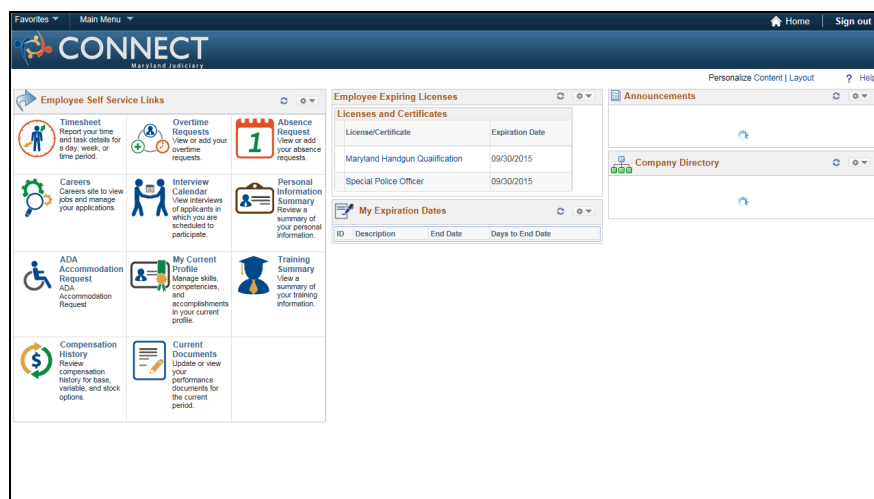
CONNECT Employee Self Service



Step	Action	Notes
17.	Click the OK button. 	



Step	Action	Notes
18.	Click the Home link. 	

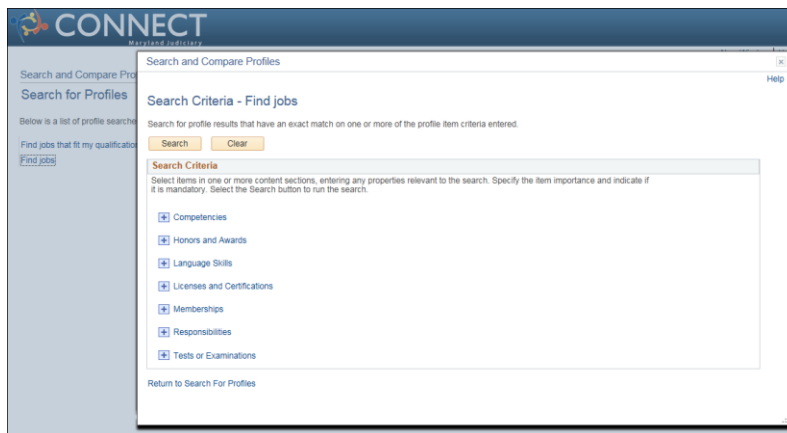


Step	Action	Notes
19.	Click the Sign out link. 	

Step	Action	Notes
20.	You have completed the topic "Viewing My Interest List". End of Procedure.	

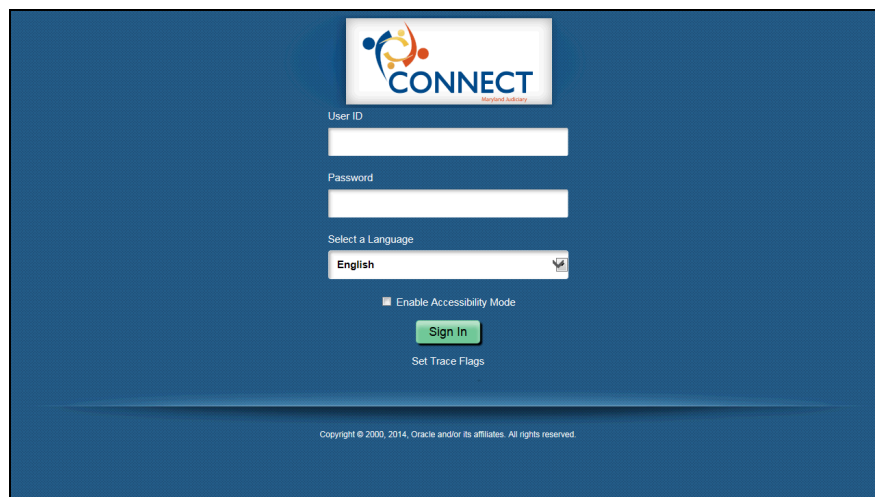
Searching & Comparing Profiles - Find Jobs

You can perform a job profile search in CONNECT based on profile criteria that you choose. It is important to note this feature allows you to search for existing job profiles within the Judiciary. This function is not the same as searching for open jobs through recruiting.



Procedure

In this topic, you will search for jobs based on specific job profile criteria that you select.




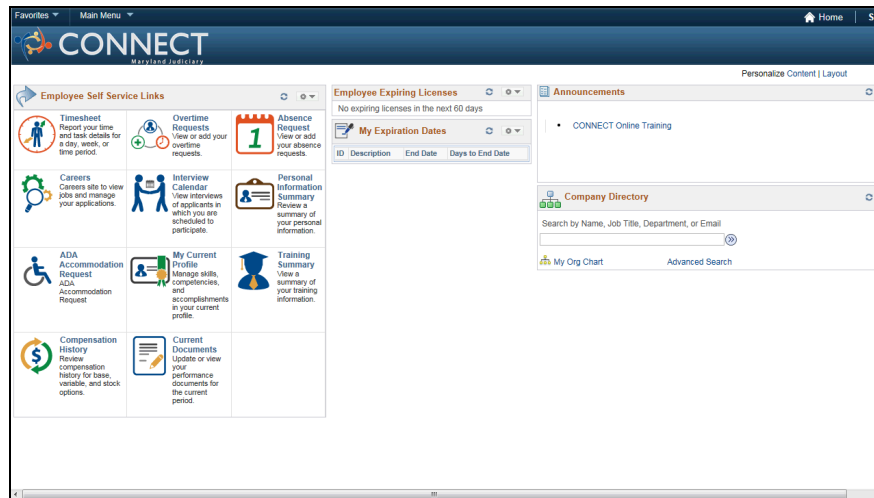
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " lee.robinson " into the User ID field.	


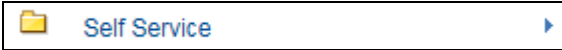

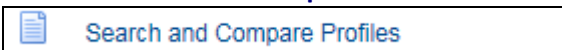
TRAINING GUIDE

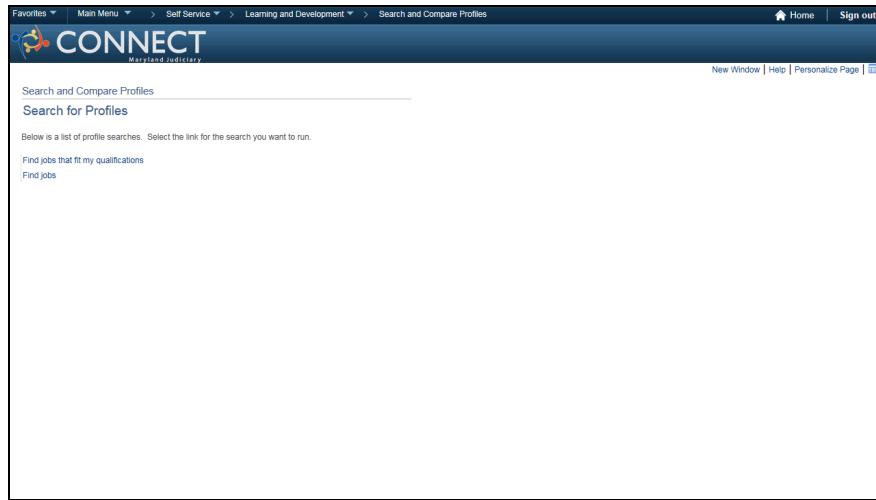
CONNECT Employee Self Service



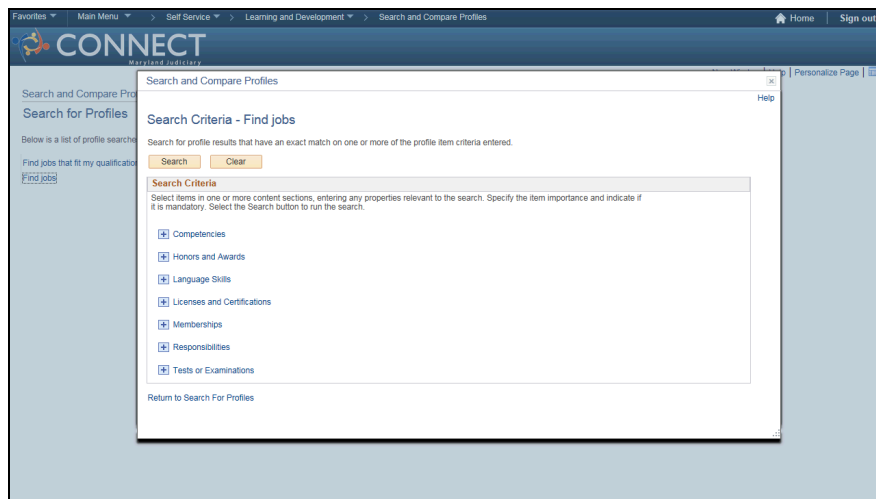
Step	Action	Notes
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	




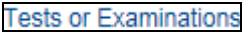
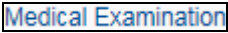
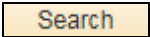

Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning and Development menu. 	
9.	Click the Search and Compare Profiles menu. 	

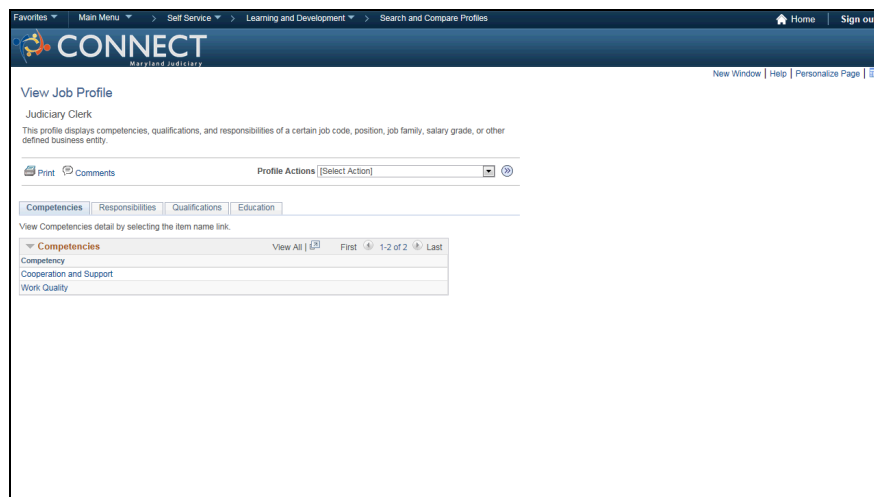


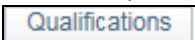
Step	Action	Notes
10.	Click the Find jobs link. Find jobs	
11.	You can select search criteria from any of the 7 content sections.	

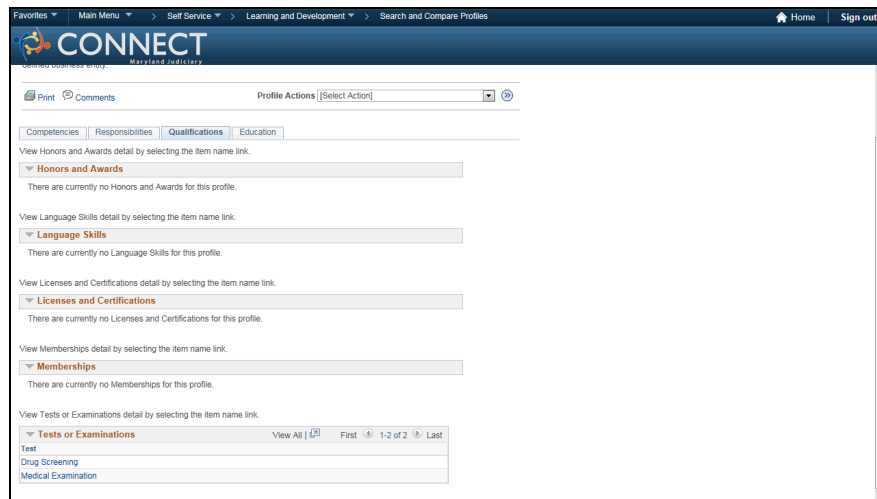


Step	Action	Notes
12.	Click the Licenses and Certifications link. Licenses and Certifications	
13.	Click the Financial Disclosure link. Financial Disclosure	
14.	Click the Tests or Examinations link. Tests or Examinations	

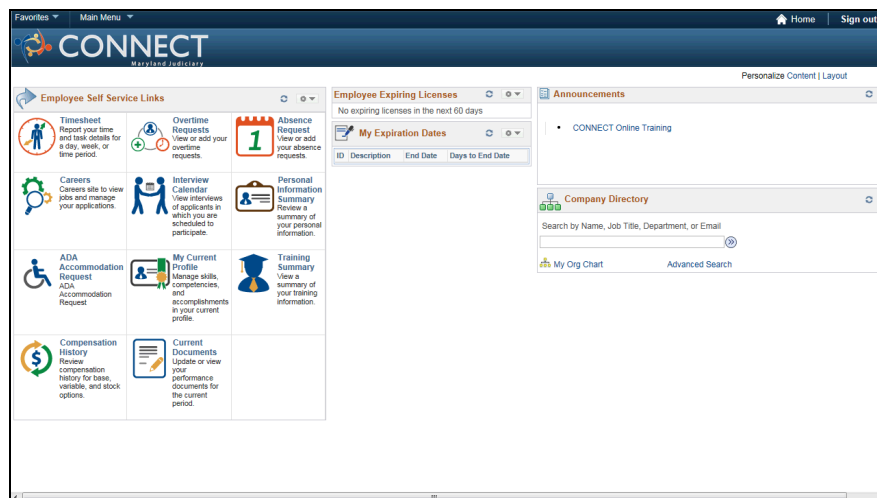
Step	Action	Notes
15.	Click the Drug Screening link. 	
16.	Click the Tests or Examinations link. 	
17.	Click the Medical Examination link. 	
18.	Click the Search button. 	
19.	In this example, Judiciary Clerk is the only job profile that met all 3 criteria that were entered.	
20.	Click the Judiciary Clerk link. 	

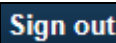


Step	Action	Notes
21.	Click the Qualifications tab. 	
22.	Click the Vertical scrollbar to move down the page.	



Step	Action	Notes
23.	Click the Home link.  Home	

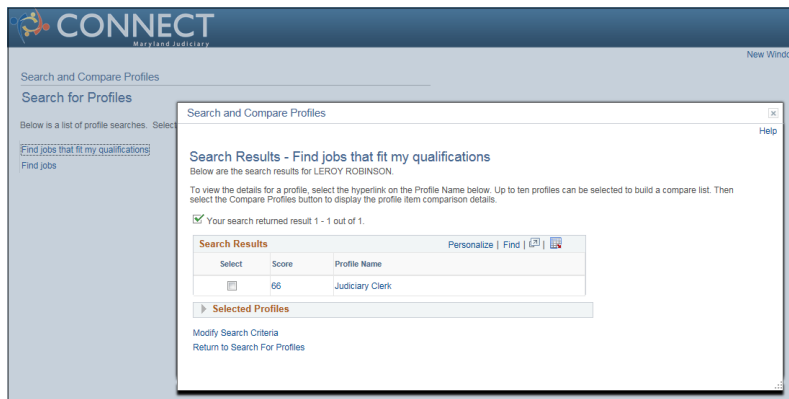


Step	Action	Notes
24.	Click the Sign out link. 	
25.	You have completed the topic "Searching & Comparing Profiles - Find Jobs". End of Procedure.	

Searching & Comparing Profiles - Find Jobs that Fit my Qualifications

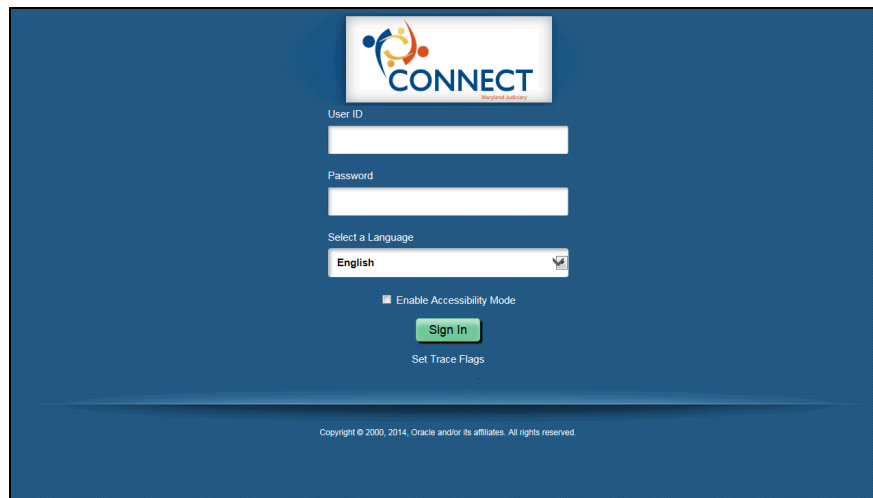
You can perform a job profile search in CONNECT based on your personal profile. The search criteria for the job profile are the attributes from your personal profile. Your search will return a job profile as long as at least 1 attribute from your profile matches the job profile.

It is important to note this feature allows you to search for existing job profiles within the Judiciary. This function is not the same as searching for open jobs through recruiting.



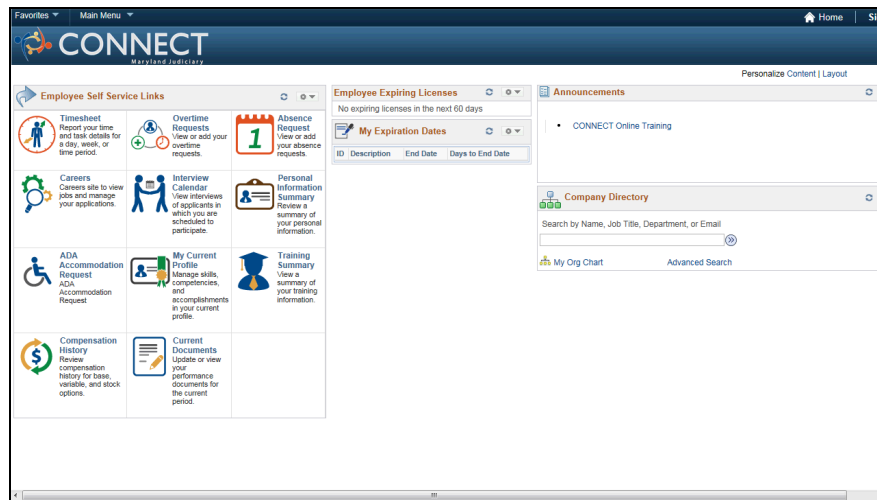
Procedure





In this topic, you will search for job profiles that match your personal profile.



Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " lee.robinson " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	

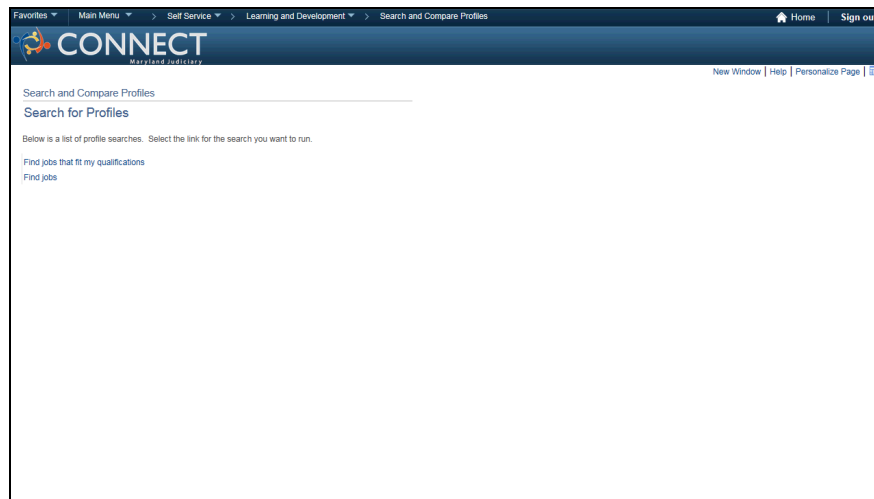
Step	Action	Notes
5.	Click the Sign In button. 	



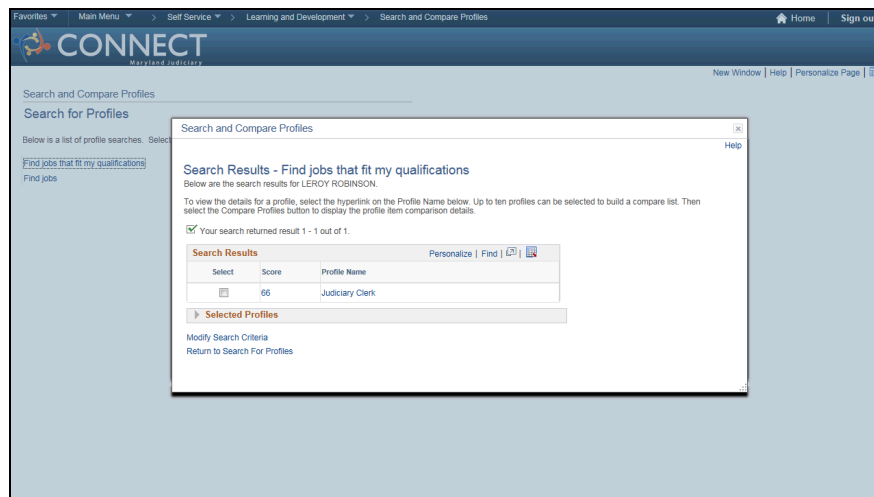
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning and Development menu. 	
9.	Click the Search and Compare Profiles menu. 	

TRAINING GUIDE

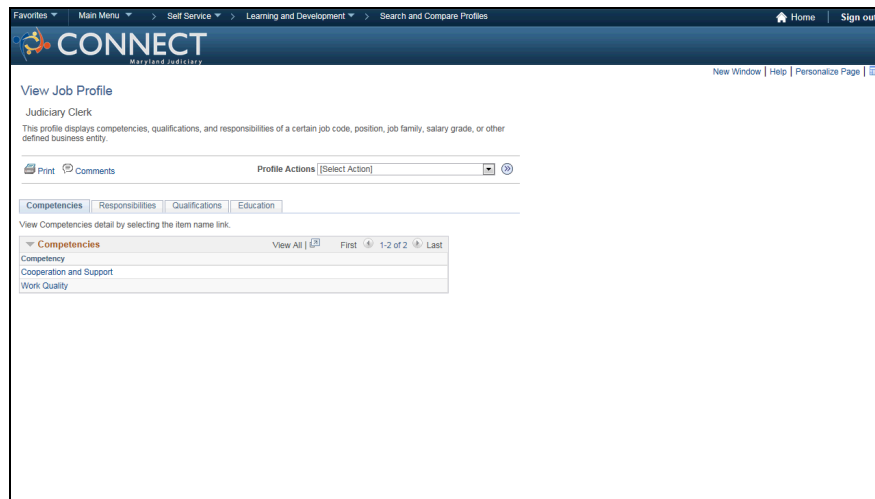
CONNECT Employee Self Service

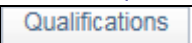


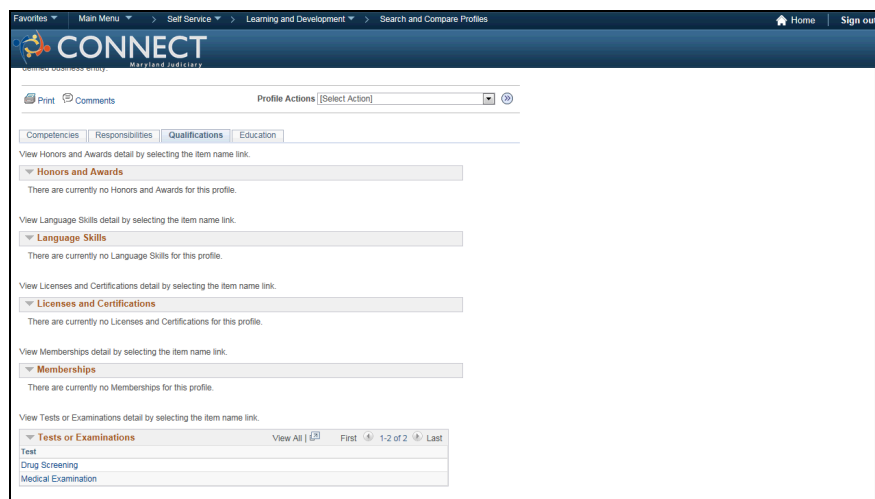
Step	Action	Notes
10.	Click the Find jobs that fit my qualifications link. Find jobs that fit my qualifications	
11.	Notice the score of 66. This indicates there is not a 100% match between your profile and the job profile for Judiciary Clerk. In order for a job profile to be displayed, your personal profile must match the job profile on at least 1 attribute.	



Step	Action	Notes
12.	Click the Judiciary Clerk link. Judiciary Clerk	



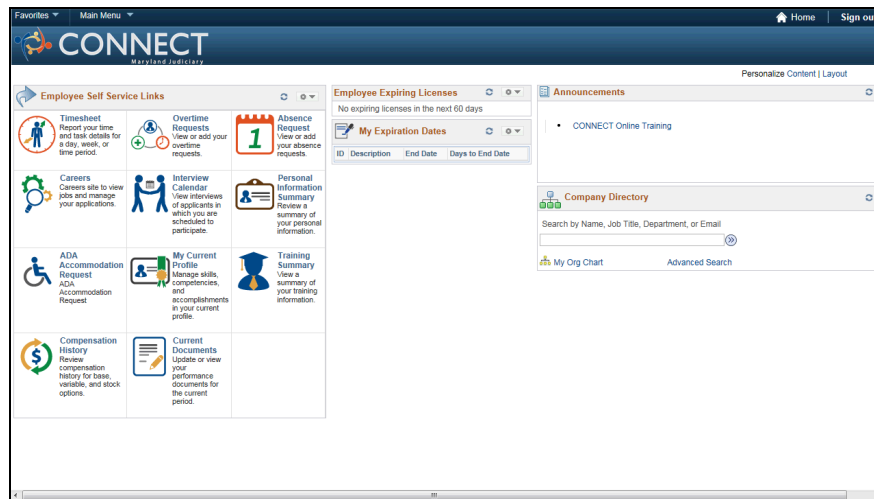
Step	Action	Notes
13.	Click the Qualifications tab. 	
14.	Click the Vertical scrollbar to move down the page.	



Step	Action	Notes
15.	Click the Home link. 	

TRAINING GUIDE

CONNECT Employee Self Service



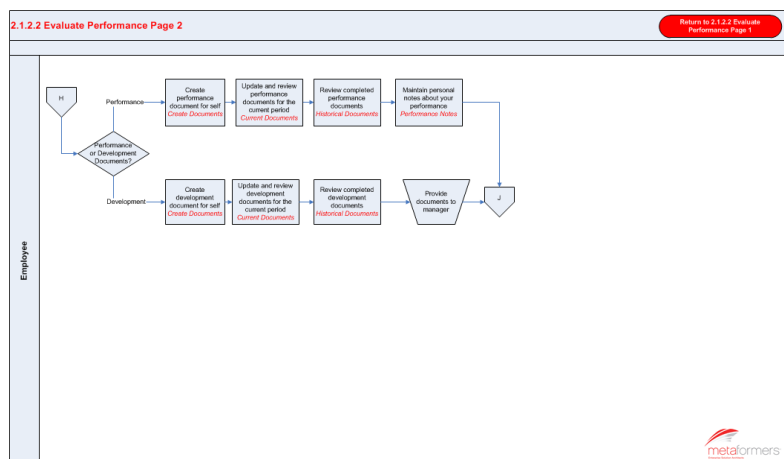
Step	Action	Notes
16.	Click the Sign out link. Sign out	
17.	You have completed the topic "Searching & Comparing Profiles - Find Jobs that Fit my Qualifications". End of Procedure.	

Evaluating Performance

CONNECT's performance evaluation process is designed to assess and plan your performance to meet current and future job requirements.

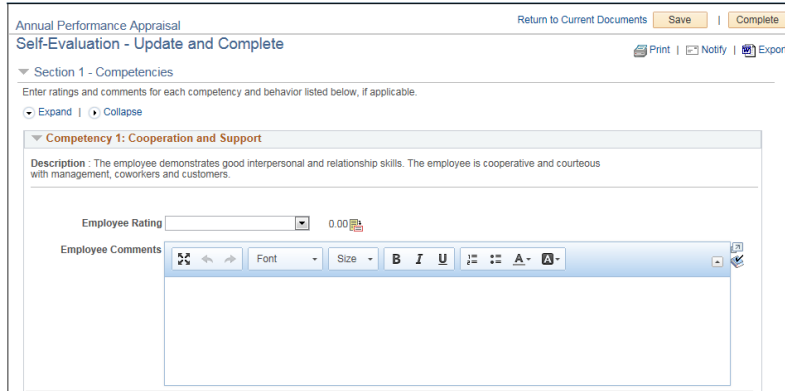
The performance evaluation process consists of 2 key components:

- The Annual Performance Appraisal
- The Performance Improvement Plan



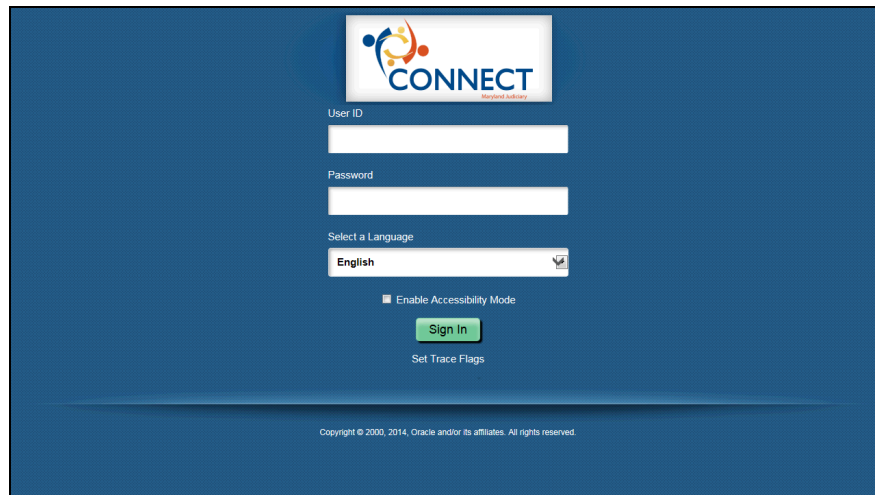
Completing the Annual Performance Appraisal (Non-Manager Employee)


Employees can access online performance evaluation documents, complete their self evaluation, and submit the appraisal for review and approval by their manager.



Procedure

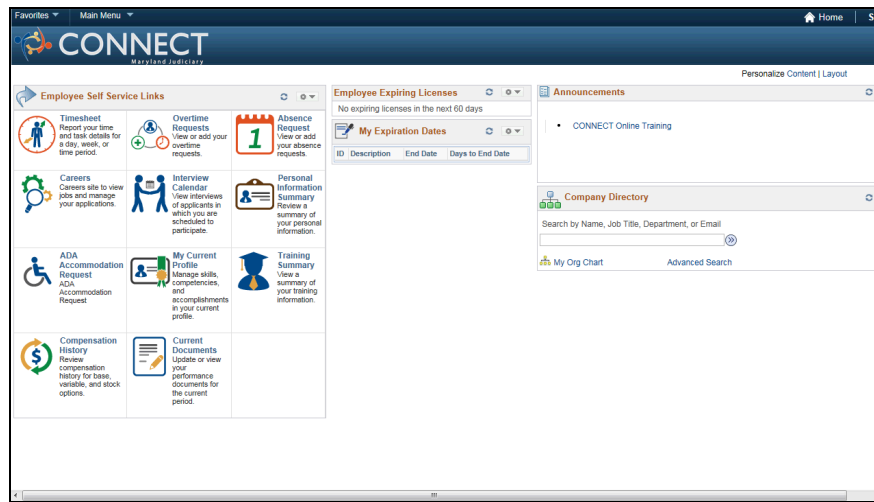
In this topic, you will rate yourself on 5 competencies, enter comments to support your rating, and submit the evaluation for review and approval.



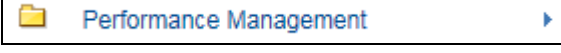
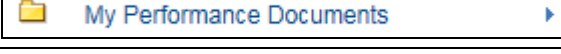
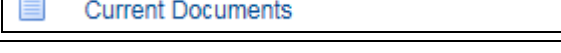


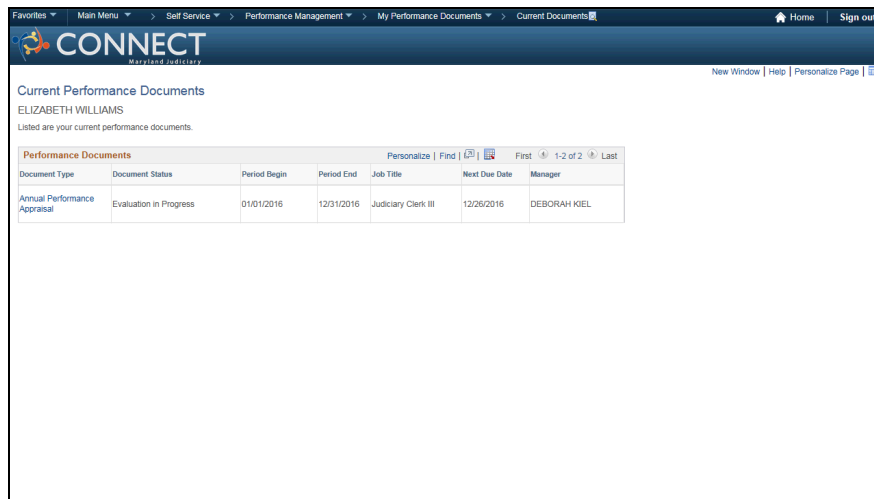
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " elizabeth.williams " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

TRAINING GUIDE

CONNECT Employee Self Service



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Performance Management menu. 	
9.	Click the My Performance Documents menu. 	
10.	Click the Current Documents menu. 	



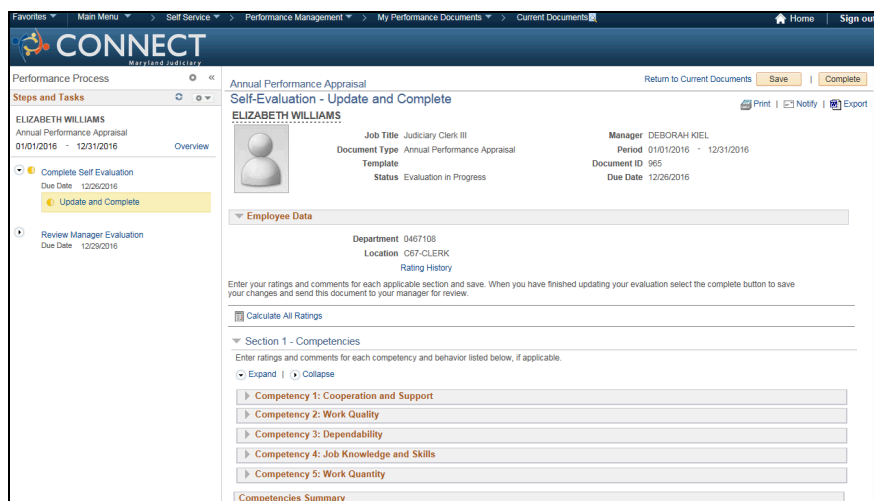
Current Performance Documents

ELIZABETH WILLIAMS

Listed are your current performance documents.

Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager
Annual Performance Appraisal	Evaluation in Progress	01/01/2016	12/31/2016	Judiciary Clerk III	12/26/2016	DEBORAH KIEL

Step	Action	Notes
11.	Click the Annual Performance Appraisal link. Annual Performance Appraisal	
12.	Notice the steps instructing the employee to complete the self evaluation by 12/26/15.	
13.	In this example, the indicator is yellow indicating the self evaluation is not complete. The indicator will turn green when the self evaluation is complete.	



Performance Process

Steps and Tasks

ELIZABETH WILLIAMS

Annual Performance Appraisal

01/01/2016 - 12/31/2016

Overview

- Complete Self Evaluation
Due Date: 12/26/2016
- Update and Complete**
- Review Manager Evaluation
Due Date: 12/29/2016

Annual Performance Appraisal

Self-Evaluation - Update and Complete

ELIZABETH WILLIAMS

Job Title: Judiciary Clerk III

Document Type: Annual Performance Appraisal

Template

Status: Evaluation in Progress

Manager: DEBORAH KIEL

Period: 01/01/2016 - 12/31/2016

Document ID: 965

Due Date: 12/26/2016

Employee Data

Department: 0467108

Location: C67-CLERK

Rating History

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Calculate All Ratings

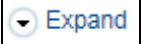

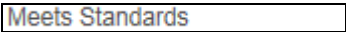

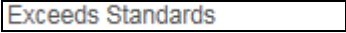

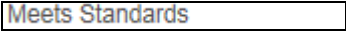

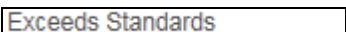
Section 1 - Competencies

Enter ratings and comments for each competency and behavior listed below, if applicable.

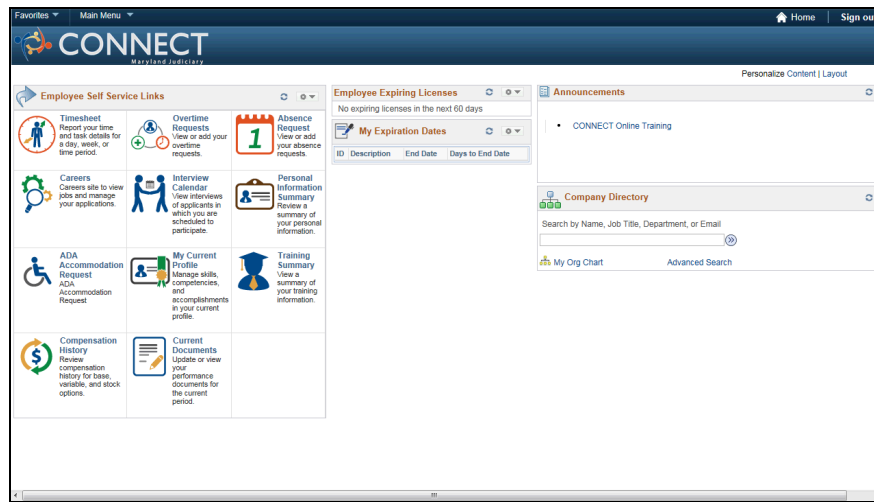
Expand | Collapse

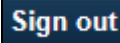
- Competency 1: Cooperation and Support
- Competency 2: Work Quality
- Competency 3: Dependability
- Competency 4: Job Knowledge and Skills
- Competency 5: Work Quantity

Competencies Summary

Step	Action	Notes
14.	Click the Expand link to view all the competency details for this evaluation. 	
15.	Click the Vertical scrollbar to move down the page.	
16.	Click the Employee Rating drop-down list. 	
17.	Click the Meets Standards list item. 	
18.	Click in the Employee Comments field.	
19.	It is recommended that you enter comments to support each of your ratings. In the CONNECT system, you will type your comments into the Comments field. For the purposes of training however, comments to support this rating have been entered for you.	
20.	Click the Vertical scrollbar to move down the page.	
21.	Click the Employee Rating drop-down list. 	
22.	Click the Exceeds Standards list item. 	
23.	Click in the Employee Comments field.	
24.	Comments to support this rating have been entered for you.	
25.	Click the Vertical scrollbar to move down the page.	
26.	Click the Employee Rating drop-down list. 	
27.	Click the Meets Standards list item. 	
28.	Click in the Employee Comments field.	
29.	Comments to support this rating have been entered for you.	
30.	Click the Vertical scrollbar to move down the page.	
31.	Click the Employee Rating drop-down list. 	
32.	Click the Exceeds Standards list item. 	
33.	Click in the Employee Comments field.	

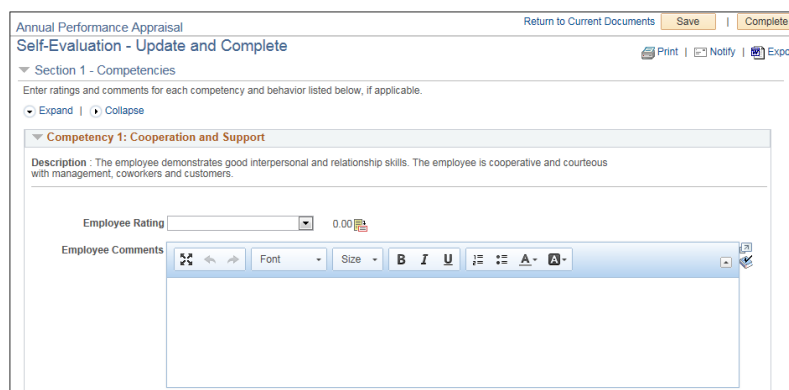
Step	Action	Notes
34.	Comments to support this rating have been entered for you.	
35.	Click the Vertical scrollbar to move down the page.	
36.	Click the Employee Rating drop-down list. 	
37.	Click the Exceeds Standards list item. 	
38.	Click in the Employee Comments field.	
39.	Comments to support this rating have been entered for you.	
40.	Click the Calculate Rating button in the Competencies Summary section. 	
41.	Notice the overall rating was automatically calculated based on the ratings you assigned to each competency.	
42.	Click the Vertical scrollbar to move down the page.	
43.	Click in the Employee Comments field.	
44.	Comments to support the overall rating have been entered for you.	
45.	Click the Save button. 	
46.	Click the Complete button. 	
47.	Click the Confirm button. 	
48.	Notice the indicator is green indicating you have completed the self evaluation.	
49.	Click the View link. 	
50.	Click the Expand link. 	
51.	Notice you can view the section details but cannot edit these details since it was submitted to your manager for review.	
52.	Click the Vertical scrollbar to move down the page.	
53.	Review the remaining details as desired.	
54.	Click the Home link. 	



Step	Action	Notes
55.	Click the Sign out link. 	
56.	You have completed the topic "Completing the Annual Performance Appraisal (Non-Manager Employee)". End of Procedure.	

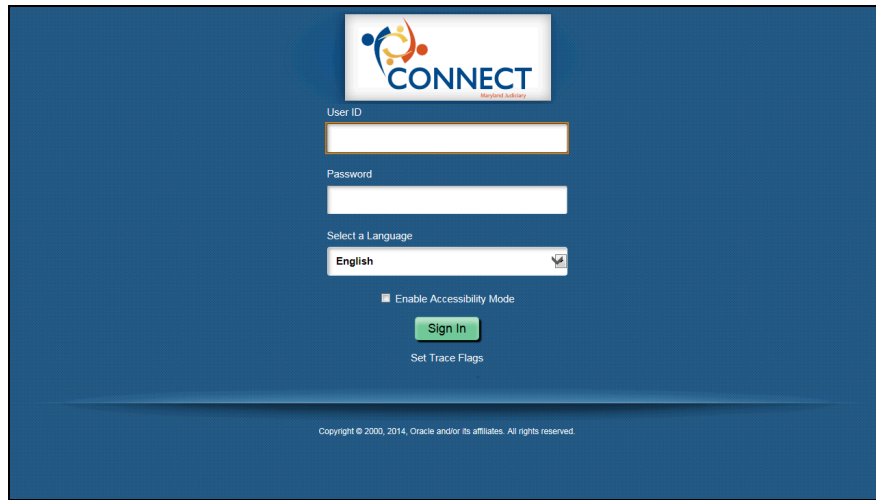
Completing the Annual Performance Appraisal (Managerial Employee with Direct Reports)

Employees can access online performance evaluation documents, complete their self evaluation, and submit the appraisal for review and approval by their manager.




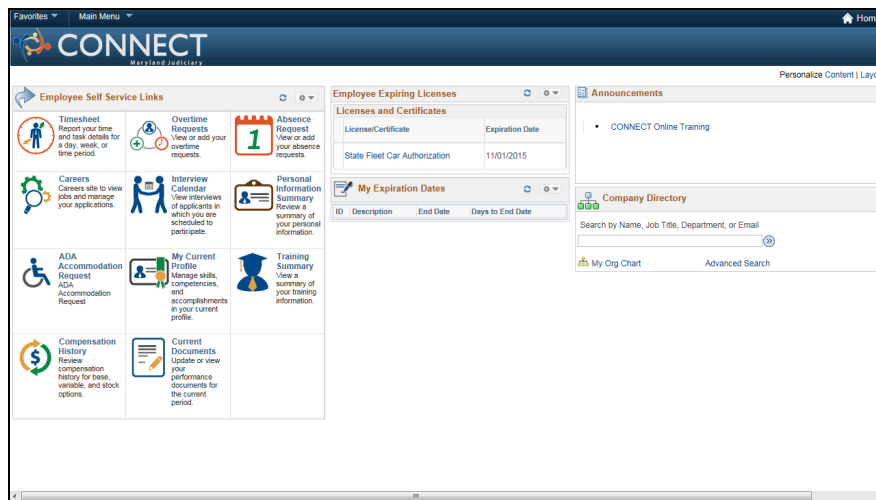
Procedure

In this topic, you will rate yourself on 7 competencies, enter comments to support your rating, and submit the evaluation for review and approval.



The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. A link for 'Set Trace Flags' is located below the button. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Enter " ginger.lockhart " into the User ID field.	
2.	Click in the Password field.	
3.	Enter " welcome1 " into the Password field.	
4.	Click the Sign In button. 	







The Main Menu displays various self-service links on the left, including Timesheet, Overtime Requests, Absence Request, Careers, Interview Calendar, Personal Information Summary, ADA Accommodation Request, My Current Profile, Training Summary, Compensation History, and Current Documents. On the right, there are sections for 'Employee Expiring Licenses' (showing a table with License/Certificate, Expiration Date, and Days to End Date), 'Announcements' (CONNECT Online Training), and 'Company Directory' (search by Name, Job Title, Department, or Email).

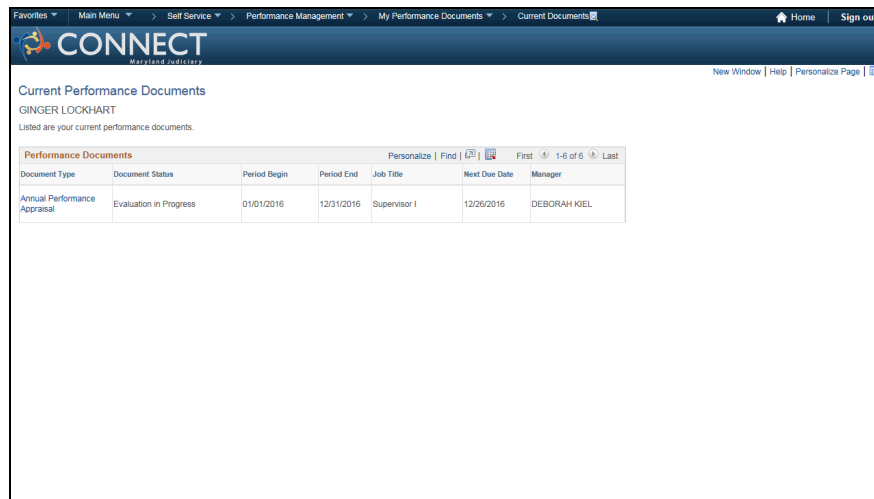
Step	Action	Notes
5.	Click the Main Menu button. 	

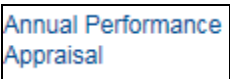
TRAINING GUIDE

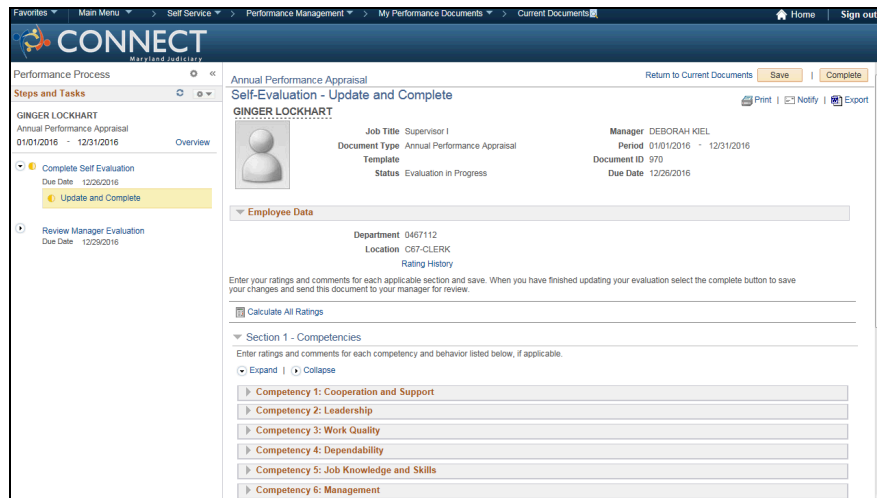
CONNECT Employee Self Service



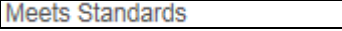

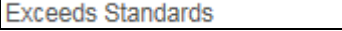


Step	Action	Notes
6.	Click the Self Service menu. 	
7.	Click the Performance Management menu. 	
8.	Click the My Performance Documents menu. 	
9.	Click the Current Documents menu. 	



Step	Action	Notes
10.	Click the Annual Performance Appraisal link. 	
11.	Notice the steps instructing the employee to complete the self evaluation by 12/26/15.	
12.	In this example, the indicator is yellow indicating the self evaluation is not complete. The indicator will turn green when the self evaluation is complete.	



Step	Action	Notes
13.	Click the Expand link to view all the competency details for this evaluation. 	
14.	Click the Vertical scrollbar to move down the page.	
15.	Click the Employee Rating drop-down list. 	
16.	Click the Meets Standards list item. 	
17.	Click in the Employee Comments field.	
18.	It is recommended that you enter comments to support each of your ratings. In the CONNECT system, you will type your comments into the Comments field. For the purposes of training however, comments to support this rating have been entered for you.	
19.	Click the Vertical scrollbar to move down the page.	
20.	Click the Employee Rating drop-down list. 	
21.	Click the Exceeds Standards list item. 	


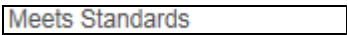

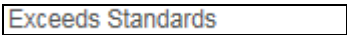

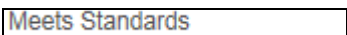

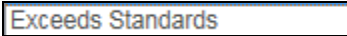

TRAINING GUIDE

CONNECT Employee Self Service



Step	Action	Notes
22.	Click in the Employee Comments field.	
23.	Comments to support this rating have been entered for you.	

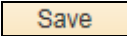
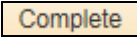




Step	Action	Notes
24.	Click the Vertical scrollbar to move down the page.	
25.	Click the Employee Rating drop-down list. 	
26.	Click the Exceeds Standards list item. 	
27.	Click in the Employee Comments field.	
28.	Comments to support this rating have been entered for you.	

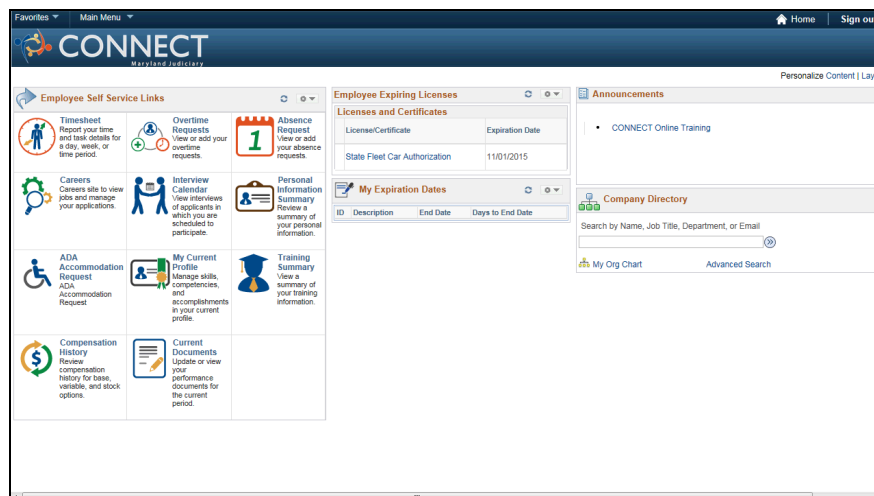
Step	Action	Notes
29.	Click the Vertical scrollbar to move down the page.	
30.	Click the Employee Rating drop-down list. 	
31.	Click the Meets Standards list item. 	
32.	Click in the Employee Comments field.	
33.	Comments to support this rating have been entered for you.	
34.	Click the Vertical scrollbar to move down the page.	
35.	Click the Employee Rating drop-down list. 	
36.	Click the Exceeds Standards list item. 	
37.	Click in the Employee Comments field.	
38.	Comments to support this rating have been entered for you.	
39.	Click the Vertical scrollbar to move down the page.	
40.	Click the Employee Rating drop-down list. 	
41.	Click the Meets Standards list item. 	
42.	Click in the Employee Comments field.	
43.	Comments to support this rating have been entered for you.	
44.	Click the Vertical scrollbar to move down the page.	
45.	Click the Employee Rating drop-down list. 	
46.	Click the Exceeds Standards list item. 	
47.	Click in the Employee Comments field.	
48.	Comments to support this rating have been entered for you.	
49.	Click the Calculate Rating button in the Competencies Summary section. 	
50.	Notice the overall rating was automatically calculated based on the ratings you assigned to each competency.	
51.	Click in the Employee Comments field.	

TRAINING GUIDE

CONNECT Employee Self Service



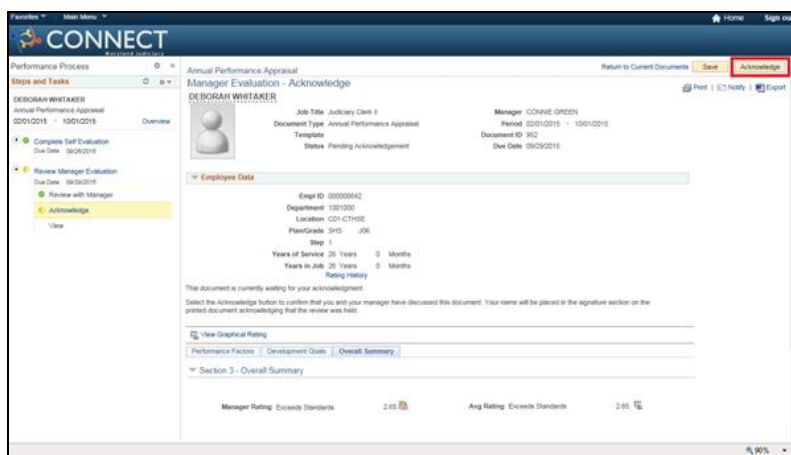
Step	Action	Notes
52.	Comments to support the overall rating have been entered for you.	
53.	Click the Save button. 	
54.	Click the Complete button. 	
55.	Click the Confirm button. 	
56.	Notice the indicator is green indicating you have completed the self evaluation.	
57.	Click the View link. 	
58.	Click the Expand link. 	
59.	Notice you can view the section details but cannot edit these details since it was submitted to your manager for review.	
60.	Click the Vertical scrollbar to move down the page.	
61.	Review the remaining details as desired.	
62.	Click the Home link. 	



Step	Action	Notes
63.	Click the Sign out link. Sign out	
64.	You have completed the topic "Completing the Annual Performance Appraisal (Employee with Direct Reports)". End of Procedure.	

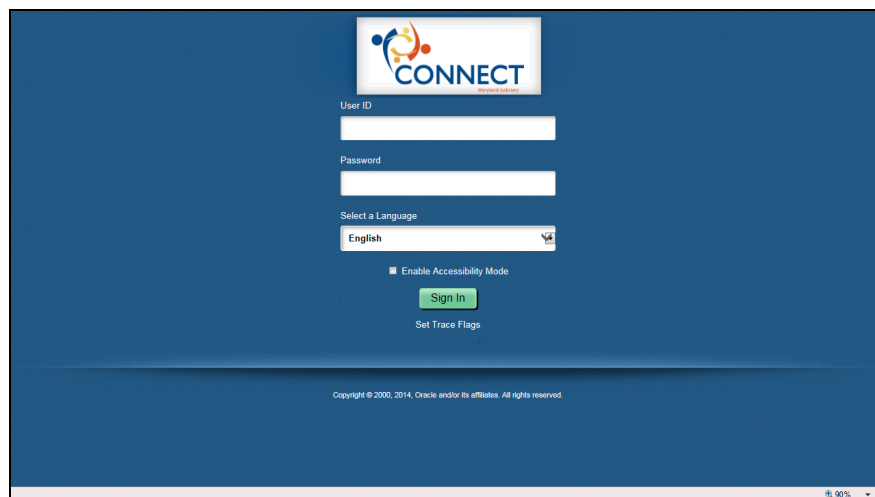
Reviewing & Acknowledging the Annual Performance Appraisal

Once the appraisal has been reviewed and updated by the Manager, the employee will confirm acknowledgement of the completed appraisal.



Procedure

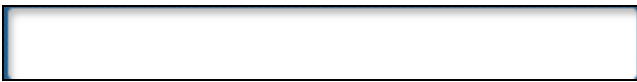
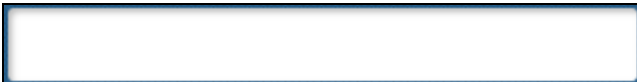

In this topic, you will review your manager's rating for your performance appraisal and acknowledge you have received the completed appraisal.

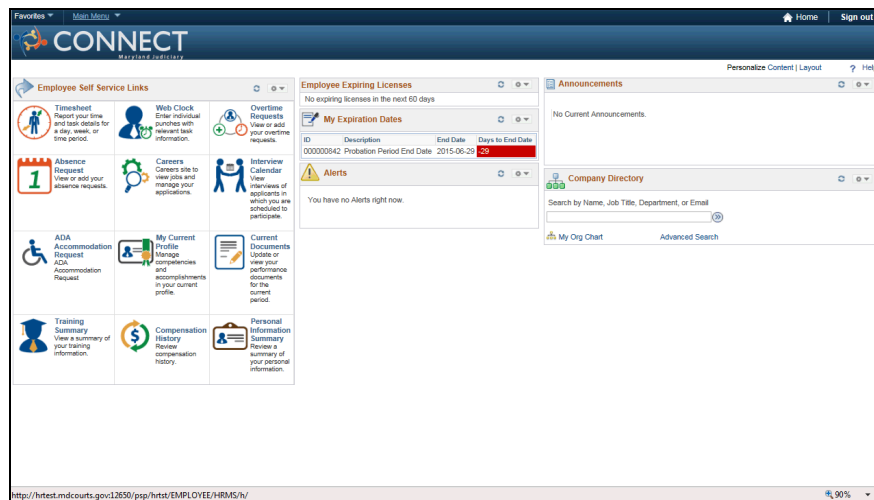







TRAINING GUIDE

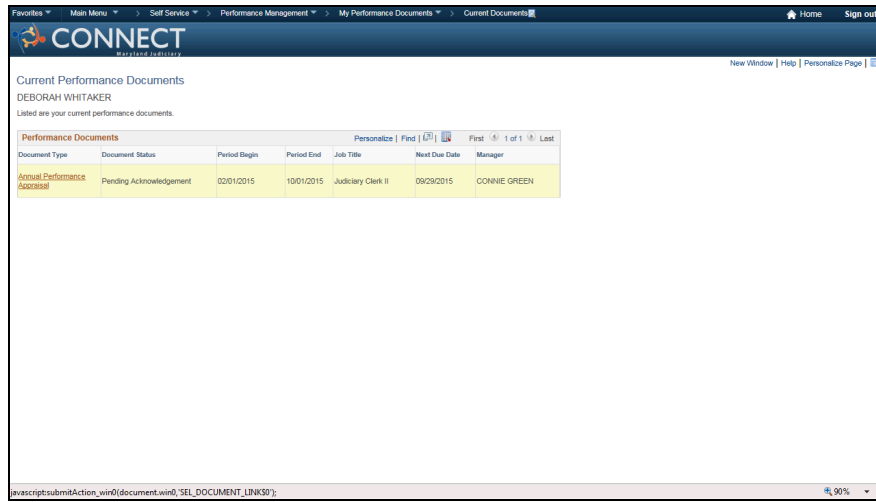
CONNECT Employee Self Service

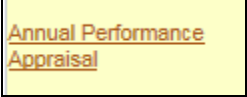


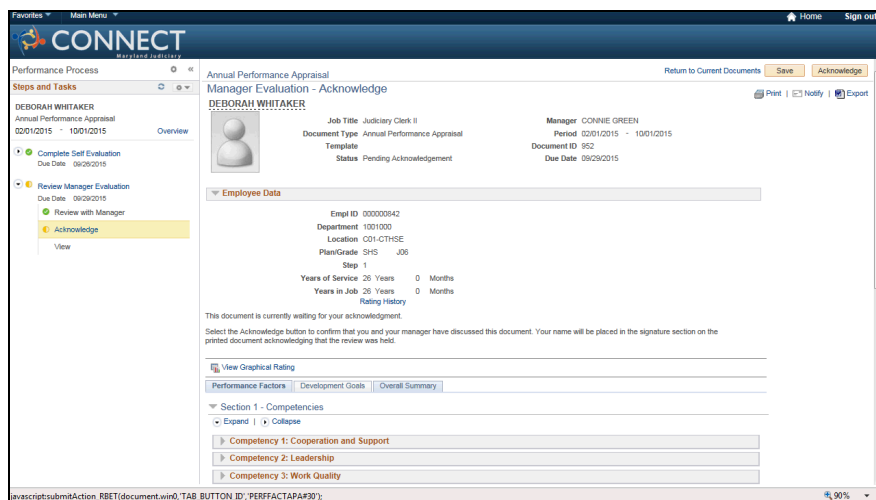
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " deborah.whitaker " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Performance Management menu. 	
9.	Click the My Performance Documents menu. 	
10.	Click the Current Documents menu. 	



Step	Action	Notes
11.	Click the Annual Performance Appraisal link. 	
12.	Notice the Overview section indicates you have completed the self evaluation and your manager has reviewed and responded with their feedback.	






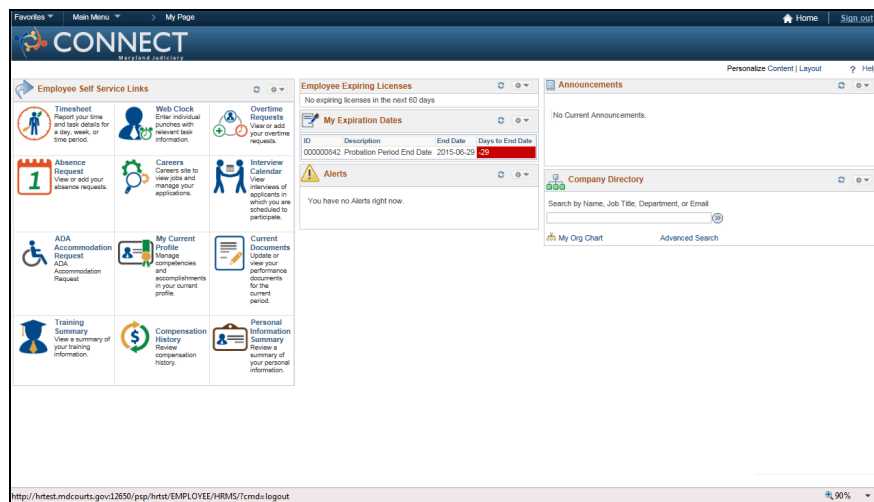
Step	Action	Notes
13.	Click the Overall Summary tab. 	

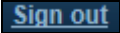
TRAINING GUIDE

CONNECT Employee Self Service



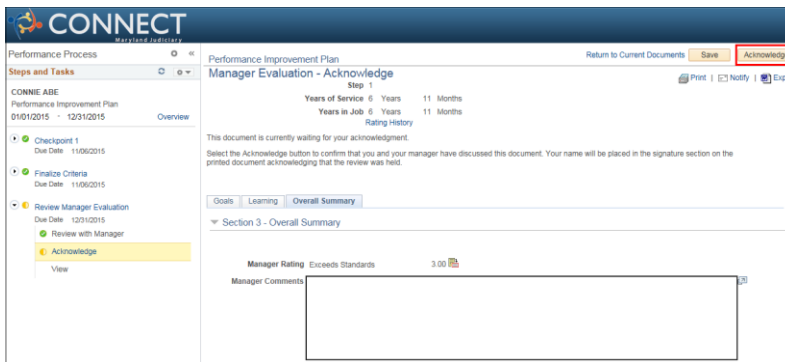
Step	Action	Notes
14.	Review your manager's ratings.	
15.	Click the Acknowledge button to acknowledge you have received and reviewed the completed evaluation. 	
16.	Click the Confirm button. 	
17.	You have acknowledged your annual performance appraisal. Click the Home link. 	



Step	Action	Notes
18.	Click the Sign out link. 	
19.	You have completed the topic "Reviewing and Acknowledging the Annual Performance Appraisal". End of Procedure.	

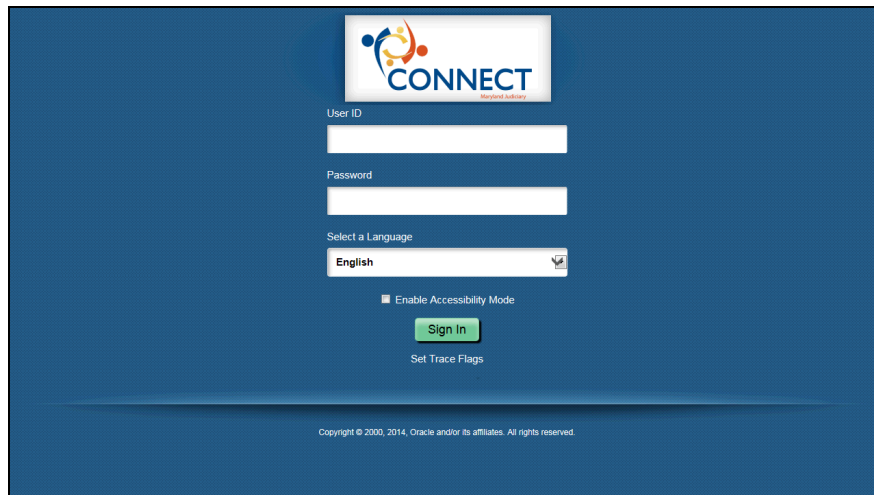
Acknowledging the Performance Improvement Plan


Acknowledging your performance improvement plan (PIP).



Procedure

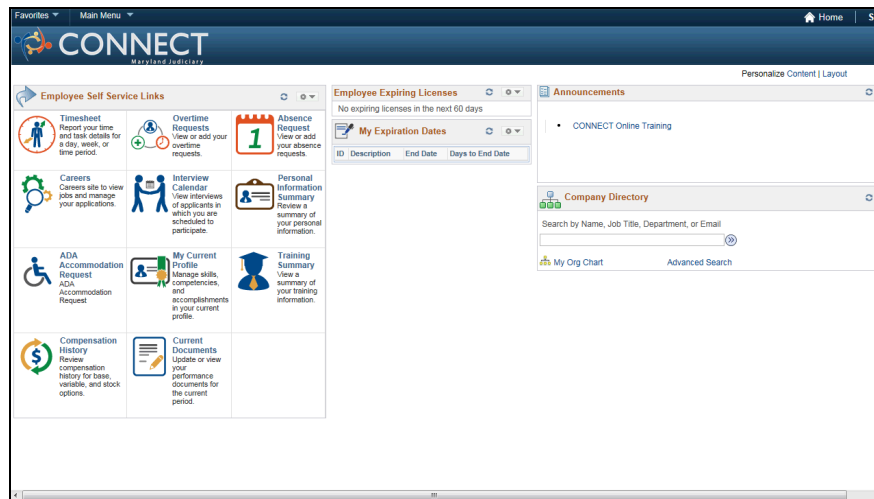
In this topic, you will review your Performance Improvement Plan and acknowledge that you have reviewed it with your manager.




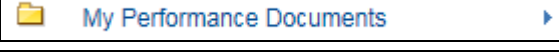



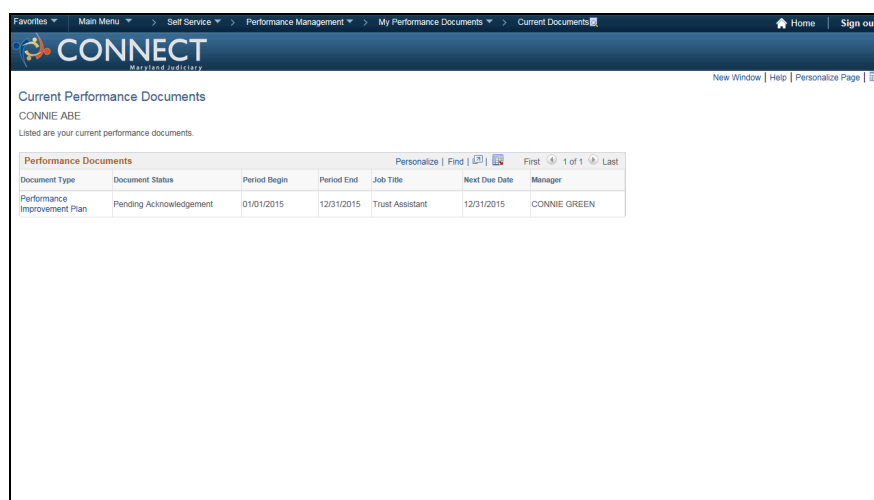
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " connie.abe " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

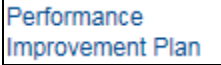
TRAINING GUIDE

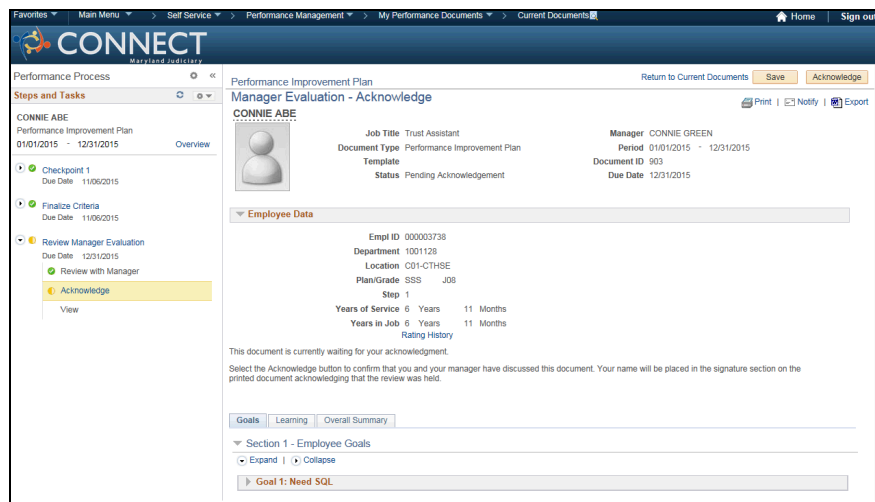
CONNECT Employee Self Service

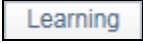
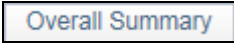
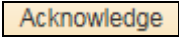

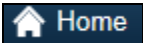


Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Performance Management menu. 	
9.	Click the My Performance Documents menu. 	
10.	Click the Current Documents menu. 	



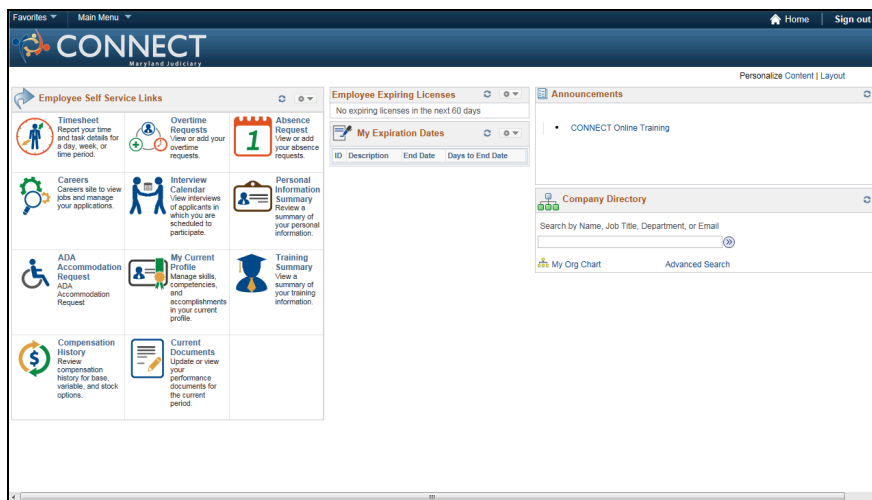
Step	Action	Notes
11.	Click the Performance Improvement Plan link. 	
12.	Notice the "Acknowledge" indicator is yellow. Once you have acknowledged the performance improvement plan, the indicator will turn green.	



Step	Action	Notes
13.	Click the Vertical scrollbar to move down the page.	
14.	Review the Manager Rating.	
15.	Click the Learning tab. 	
16.	Review the Manager Rating.	
17.	Click the Overall Summary tab. 	
18.	Review the Manager Rating.	
19.	Click the Acknowledge button. 	
20.	Click the Confirm button. 	
21.	Notice the "Acknowledge" indicator is now green.	
22.	Click the Home link. 	

TRAINING GUIDE

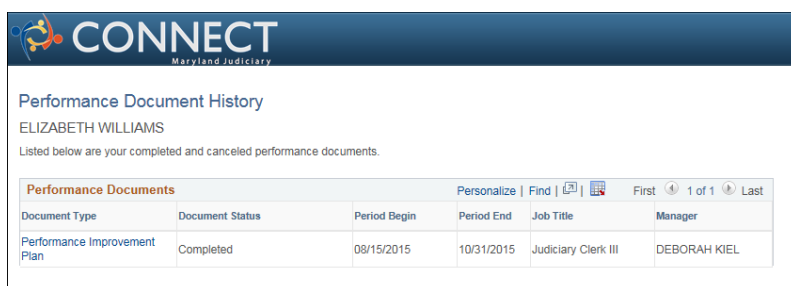
CONNECT Employee Self Service



Step	Action	Notes
23.	Click the Sign out link. Sign out	
24.	You have completed the topic "Acknowledging the Performance Improvement Plan". End of Procedure.	

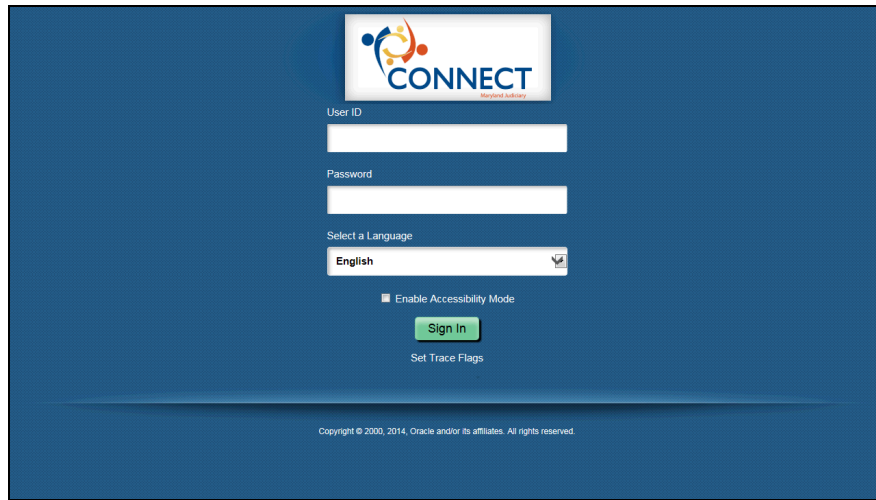
Reviewing Completed Performance Documents

Once a performance document is completed, it becomes a part of your performance history in CONNECT. You can view all your historical documents.




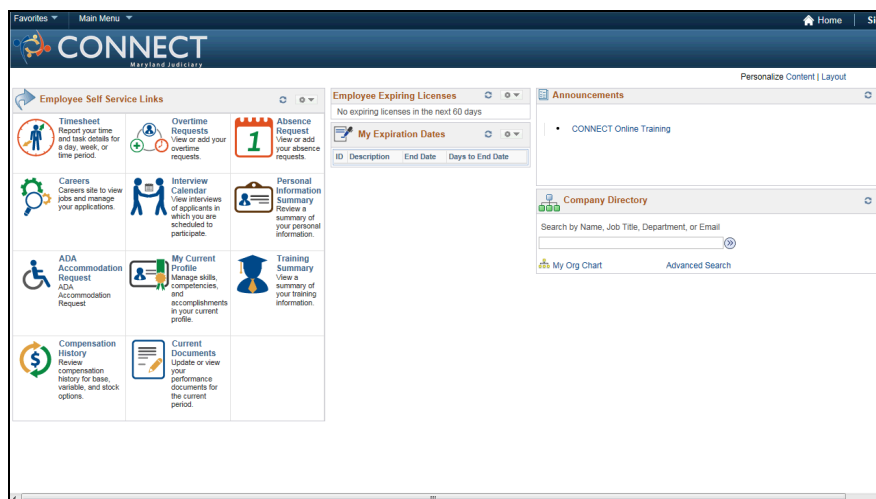
Procedure

In this topic, you will review a completed performance improvement plan.



The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a 'Sign In' button. A link for 'Set Trace Flags' is located below the button. The footer contains the copyright notice: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " elizabeth.williams " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	





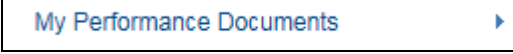

The main menu displays various service links on the left, including Timesheet, Overtime, Absence, Careers, Interview, Personal Information, ADA, My Current Profile, Training, Compensation History, and Current Documents. On the right, there are sections for 'Employee Expiring Licenses', 'Announcements', 'Company Directory', and 'My Org Chart'. The top navigation bar includes 'Favorites', 'Main Menu', 'Home', and 'Sign Out'.

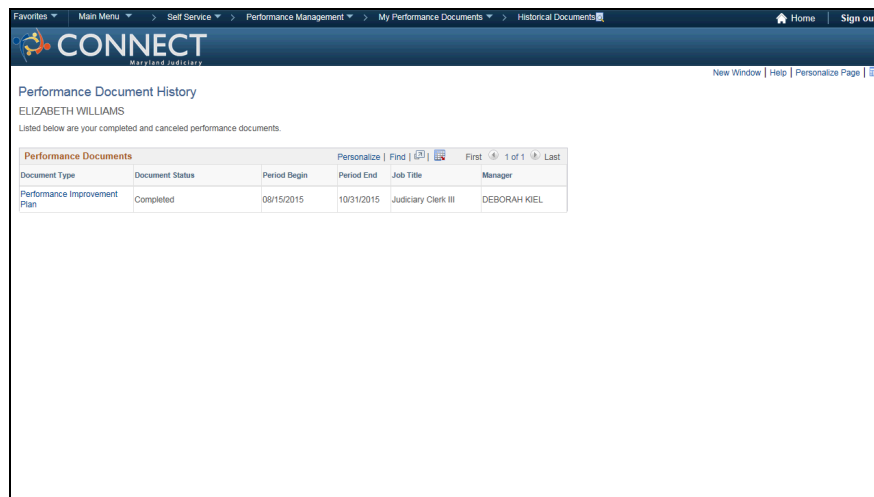
Step	Action	Notes
6.	Click the Main Menu button. 	

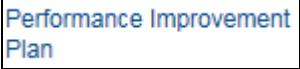
TRAINING GUIDE

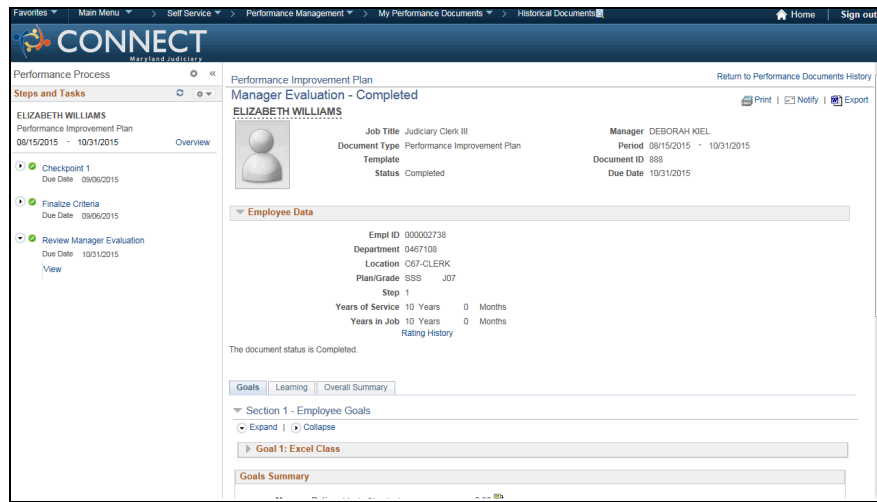
CONNECT Employee Self Service


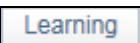
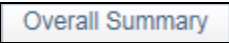



Step	Action	Notes
7.	Click the Self Service menu. 	
8.	Click the Performance Management menu. 	
9.	Click the My Performance Documents menu. 	
10.	Click the Historical Documents menu. 	
11.	Once a document is completed, it becomes a part of your performance history. This page will show all your historical performance documents.	



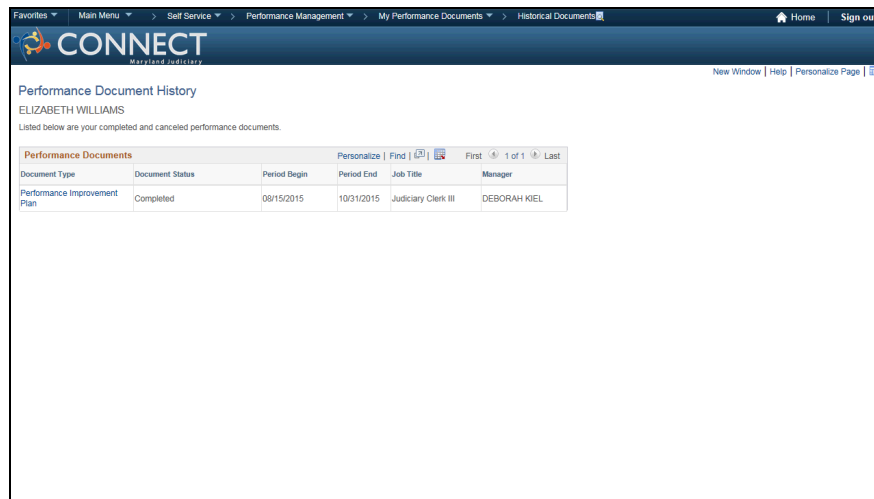
Step	Action	Notes
12.	Click the Performance Improvement Plan link. 	



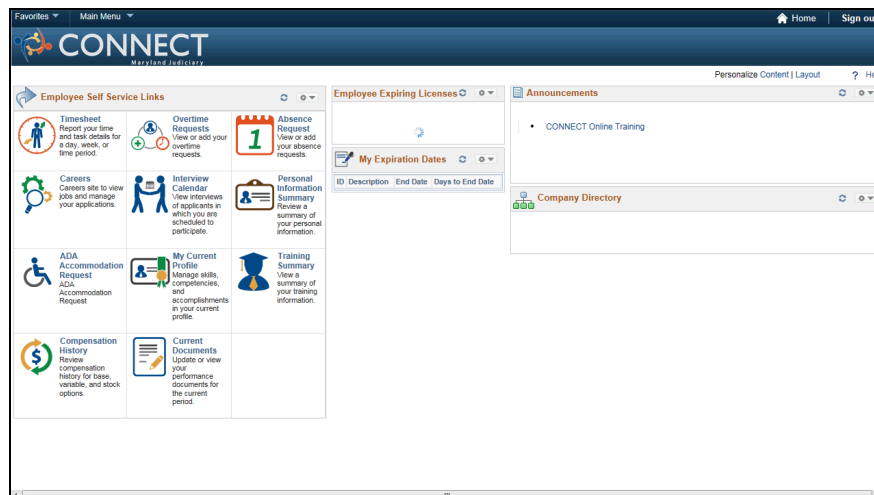
Step	Action	Notes
13.	Click the Expand link. 	
14.	Click the Vertical scrollbar to move down the page.	
15.	Review the Manager Ratings.	
16.	Click the Learning tab. 	
17.	Review the Manager Ratings.	
18.	Click the Overall Summary tab. 	
19.	Review the Manager Ratings.	
20.	Click the Return to Performance Documents History link. 	

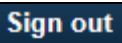
TRAINING GUIDE

CONNECT Employee Self Service



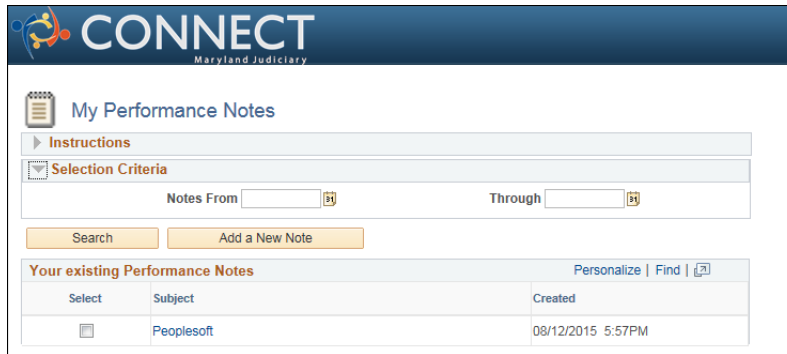
Step	Action	Notes
21.	Click the Home link.  Home	



Step	Action	Notes
22.	Click the Sign out link. 	
23.	You have completed the topic "Reviewing Completed Performance Documents". End of Procedure.	

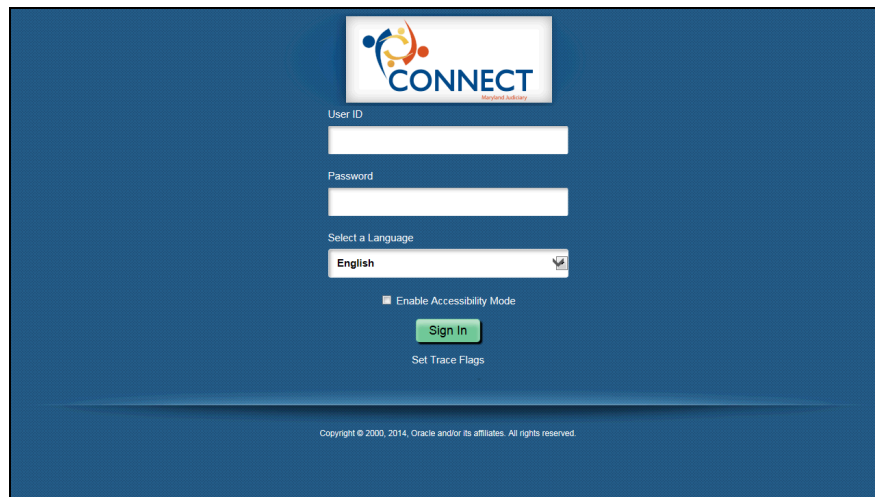
Managing Employee Performance Notes


Throughout the evaluation period, you can create a record of events, activities, and accomplishments that you can later use when completing your performance evaluation.



Procedure

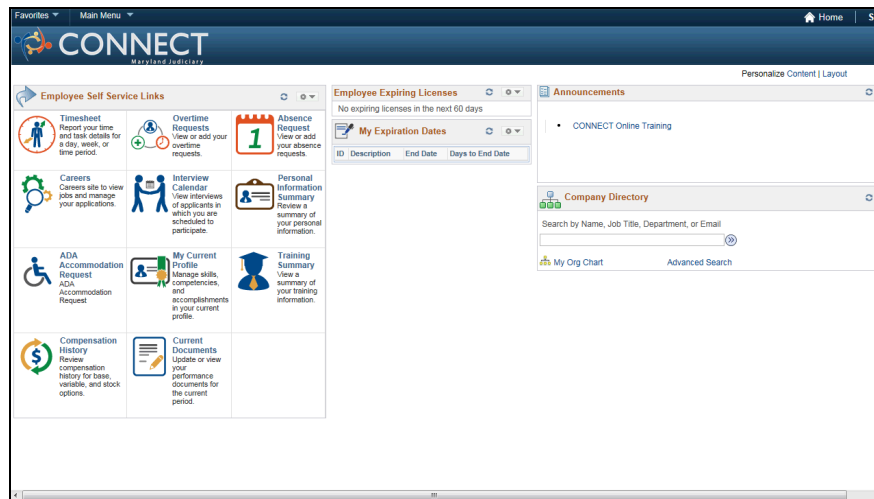
In this topic, you will enter performance notes that you can later use to complete your evaluation.

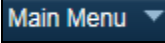

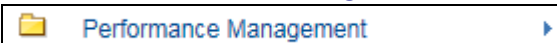



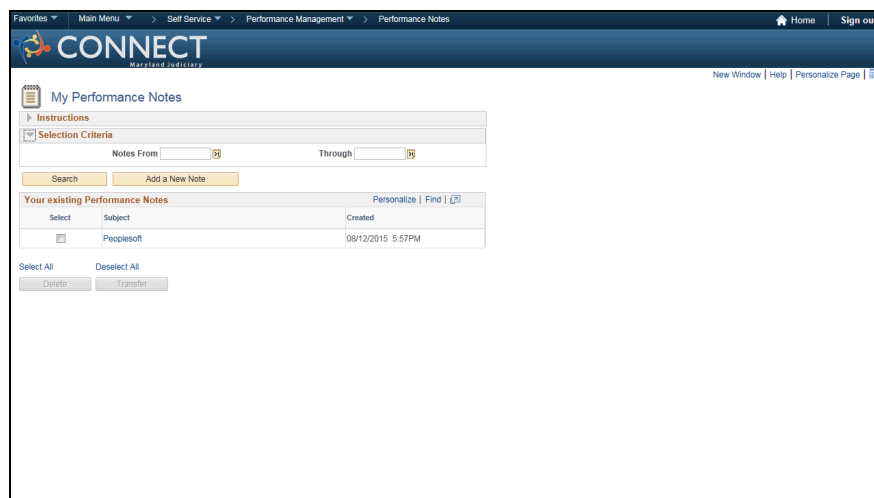
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " elizabeth.williams " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

TRAINING GUIDE

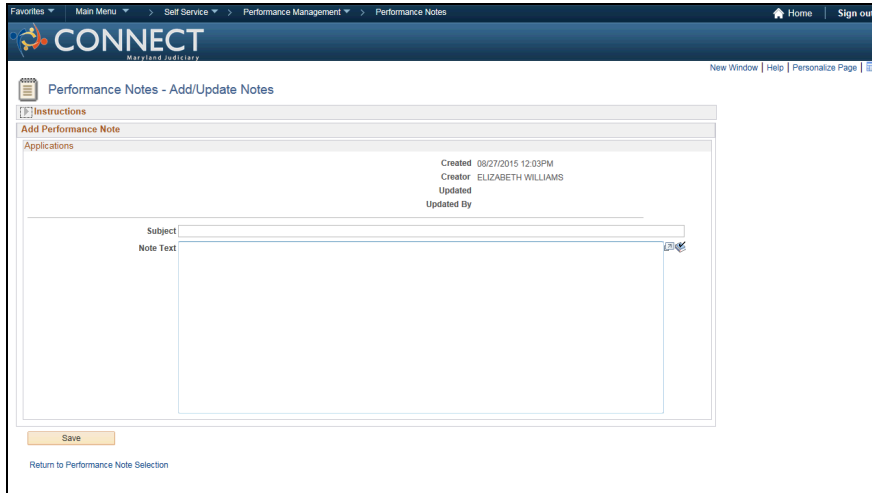
CONNECT Employee Self Service



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Performance Management menu. 	
9.	Click the Performance Notes menu. 	
10.	You can add a new note or review and edit an existing note.	



Step	Action	Notes
11.	Click the Add a New Note button. 	



CONNECT
Performance Notes - Add/Update Notes

Instructions
Add Performance Note

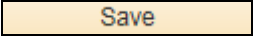

Applications

Created: 06/27/2015 12:03PM
Creator: ELIZABETH WILLIAMS
Updated:
Updated By:

Subject:
Note Text:

Save


[Return to Performance Note Selection](#)

Step	Action	Notes
12.	Click in the Subject field.	
13.	Enter " Overtime " into the Subject field.	
14.	Click in the Note Text field.	
15.	Enter your performance notes in the Note Text field. For this example, the notes have been entered for you.	
16.	Click the Save button. 	
17.	Click the Return to Performance Note Selection link. 	

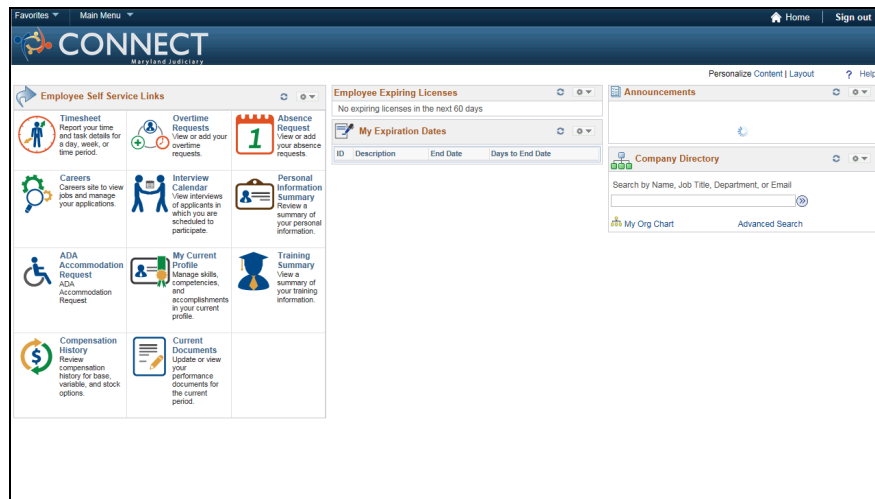
TRAINING GUIDE

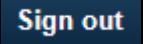
CONNECT Employee Self Service



Step	Action	Notes
18.	Click the Peoplesoft link. 	
19.	Review the existing notes.	

Step	Action	Notes
20.	Click the Home link. 	



Step	Action	Notes
21.	Click the Sign out link. 	
22.	You have completed the topic "Managing Employee Performance Notes". End of Procedure.	

Applying for Jobs

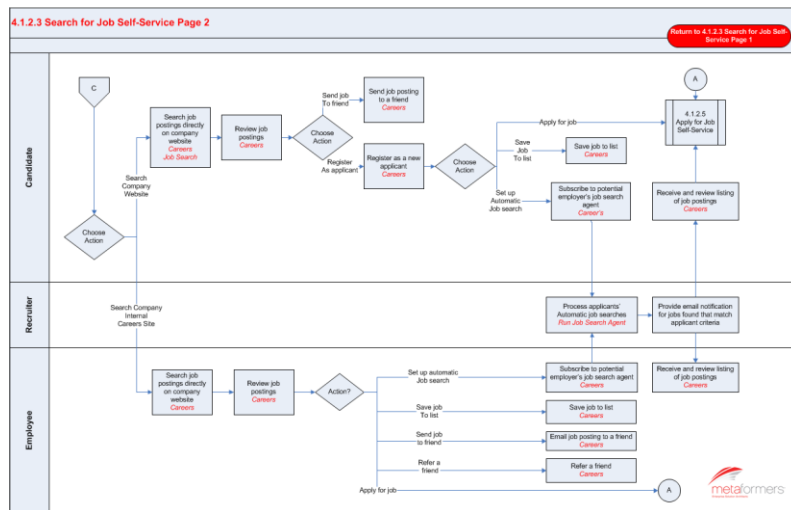
Through CONNECT self-service, employees can view job postings and apply for jobs online.

Upon completion of this module, you will be able to:

- Apply for a job
- Save job search criteria
- Save jobs to favorites
- Withdraw an application
- Accept or reject a job offer
- Send a job to a friend
- Refer a friend
- Notify applicants of jobs

TRAINING GUIDE

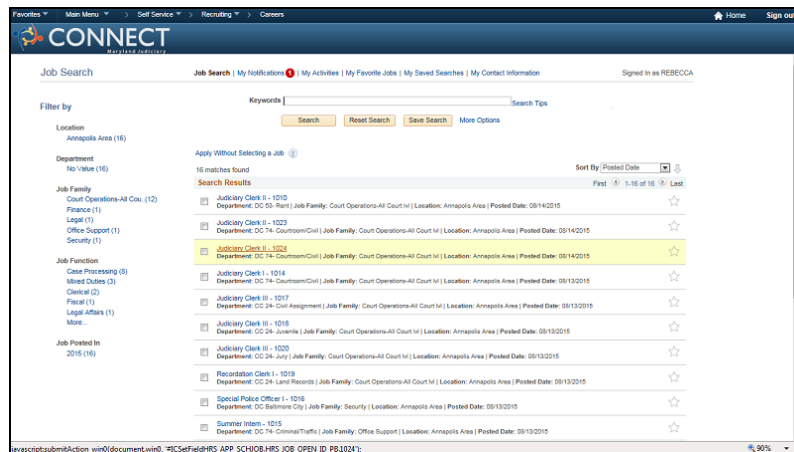
CONNECT Employee Self Service



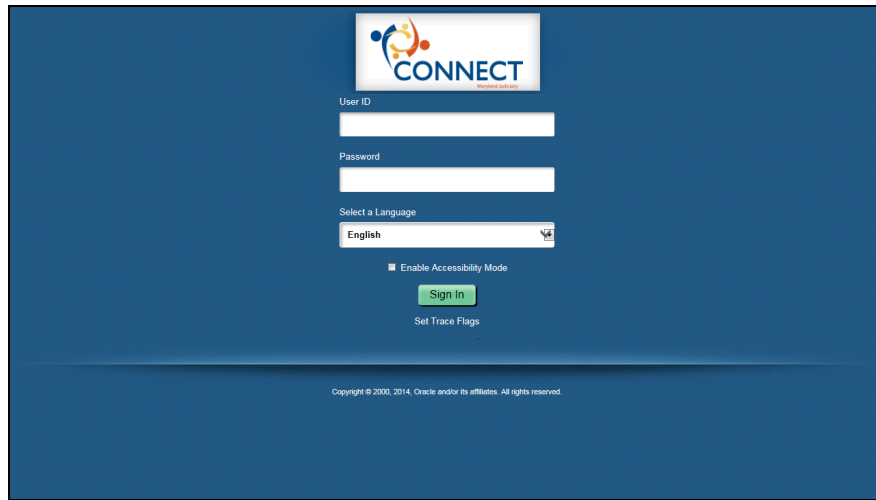
Searching and Applying for a Job-Employee

Applying for a Job -Internal Employee




As a current employee you have the ability to search jobs though the self-service careers page and apply online. As a current employee CONNECT will automatically include your basic information such as, name, address, email, phone numbers, etc., to your application and therefore simplifying your process.

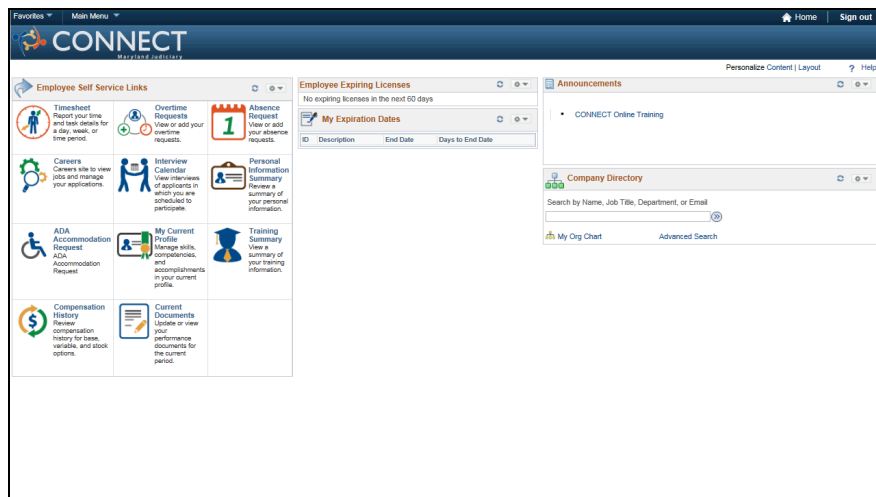


Procedure



The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a 'Sign In' button. A link for 'Set Trace Flags' is located below the 'Sign In' button. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " jeffery.qualey " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

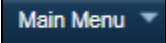

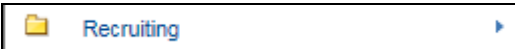



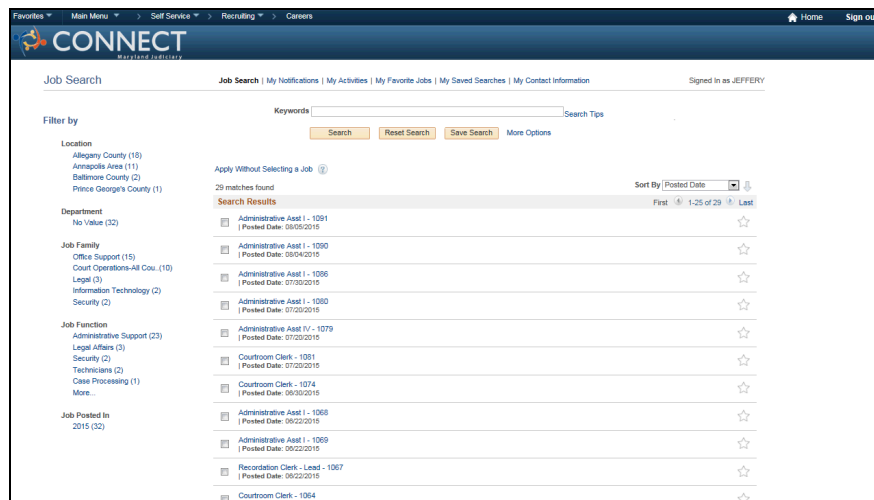
The dashboard is titled 'CONNECT' and includes a 'Main Menu' and 'Home' link. It features several sections: 'Employee Self Service Links' with icons for Timesheet, Overtime, Absence, Interview, Personal Information, ADA, My Current Profile, Training, Compensation, and Current Documents; 'Employee Expiring Licenses' showing a table with columns for ID, Description, End Date, and Days to End Date; 'Announcements' with a link to 'CONNECT Online Training'; 'Company Directory' with a search bar; and 'My Org Chart' with an 'Advanced Search' link.



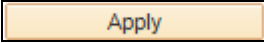

TRAINING GUIDE

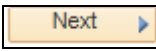
CONNECT Employee Self Service

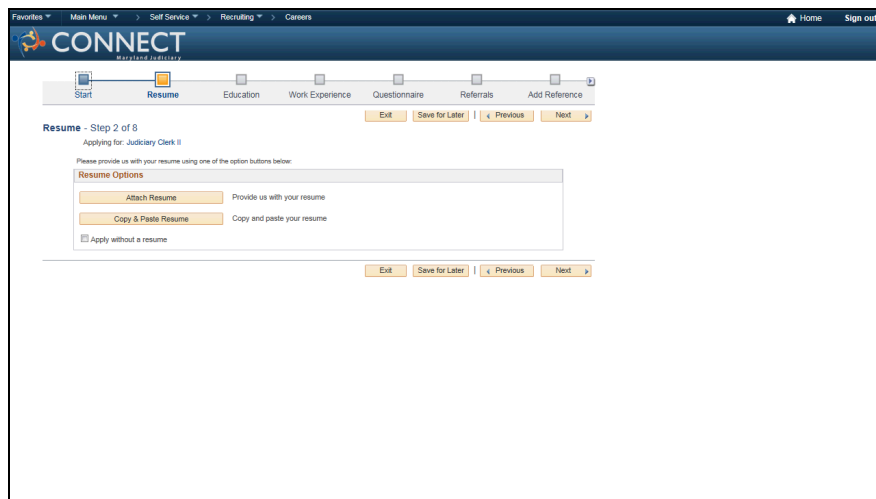


Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Recruiting menu. 	
9.	Click the Careers menu. 	



Step	Action	Notes
10.	Click in the Keywords field.	
11.	Enter " Clerk " into the Keywords field.	
12.	Click the Search button. 	
13.	Click the Vertical scroll bar to move down the page.	
14.	Click the Judiciary Clerk - 1010 link. 	
15.	Click the Apply button. 	
16.	Click the Checkbox indicating you have read and agreed to the above terms and agreements. 	

Step	Action	Notes
17.	Click the Next button. 	
18.	When applying for a job, you can attach a resume, copy and paste your resume, or apply without a resume. Please note that if you attach or paste your existing resume, you will still be guided through each section of the application (education, work experience, etc.) to enter your details.	



CONNECT
TRAINING LIBRARY

Start Resume Education Work Experience Questionnaire Referrals Add Reference

Exit Save for Later Previous Next

Resume - Step 2 of 8
Applying for: Judiciary Clerk II

Please provide us with your resume using one of the option buttons below:


Resume Options

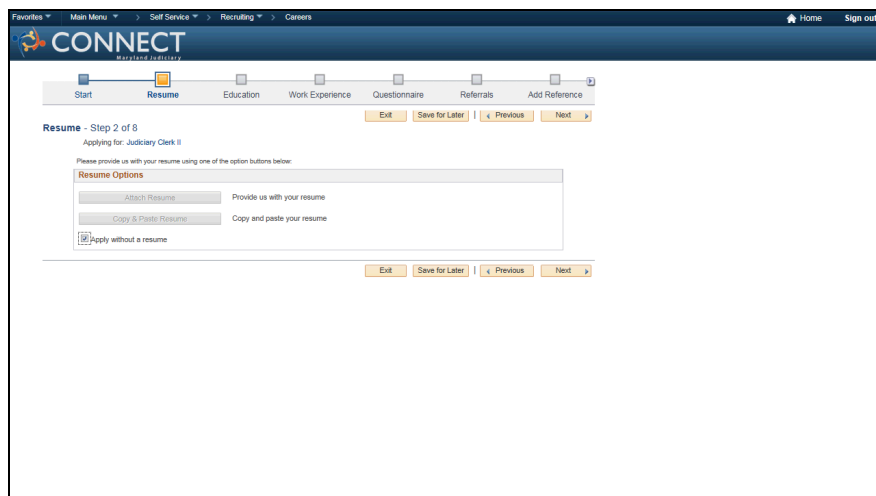
Attach Resume Provide us with your resume

Copy & Paste Resume Copy and paste your resume

☐ Apply without a resume

Exit Save for Later Previous Next

Step	Action	Notes
19.	Click the Apply without a resume object. 	



CONNECT
TRAINING LIBRARY

Start Resume Education Work Experience Questionnaire Referrals Add Reference

Exit Save for Later Previous Next

Resume - Step 2 of 8
Applying for: Judiciary Clerk II

Please provide us with your resume using one of the option buttons below:

Resume Options


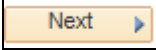

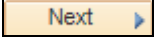
Attach Resume Provide us with your resume

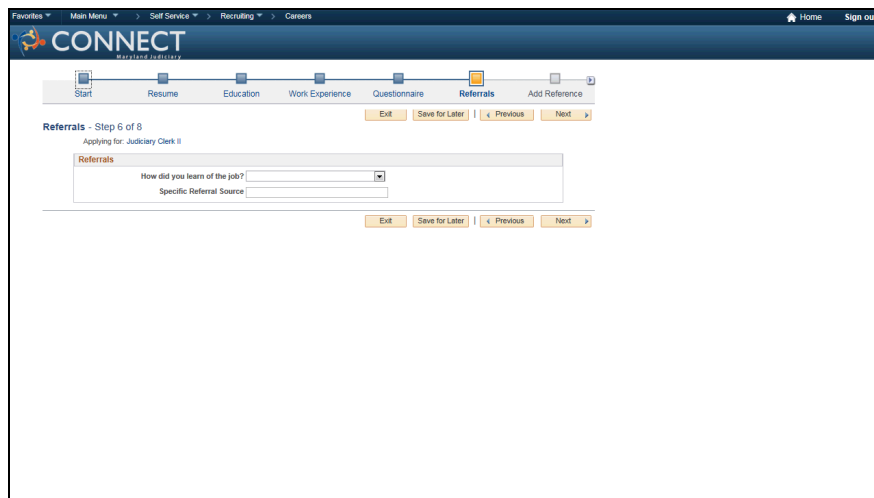
Copy & Paste Resume Copy and paste your resume


☒ Apply without a resume

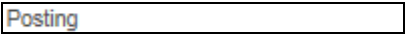
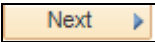

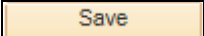
Exit Save for Later Previous Next

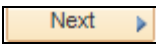


Step	Action	Notes
20.	Click the Next button. 	
21.	Click the Add Degrees button. 	
22.	Click in the Date Acquired field. 	
23.	Press [Backspace] .	
24.	Enter " 05/31/2005 " into the Date Acquired field.	
25.	Click in the Degree field. 	
26.	Enter " bs " into the Degree field.	
27.	Click the BS object. 	
28.	Click the Save button. 	
29.	Click the Next button. 	
30.	Click the Add Work Experience button. 	
31.	Enter " 03/13/2006 " into the Start Date field.	
32.	Click in the Employer field. 	
33.	Enter " Admin Office of the Courts " into the Employer field.	
34.	Click in the Ending Job Title field. 	
35.	Enter " Employee Relations Clerk " into the Ending Job Title field.	
36.	Click in the Supervisor field. 	
37.	Enter " Davy Glenn " into the Supervisor field.	
38.	Click in the Supervisor Email field. 	
39.	Enter " davy.glenn@aoc.gov " into the Supervisor Email field.	
40.	Click in the Supervisor Phone field. 	

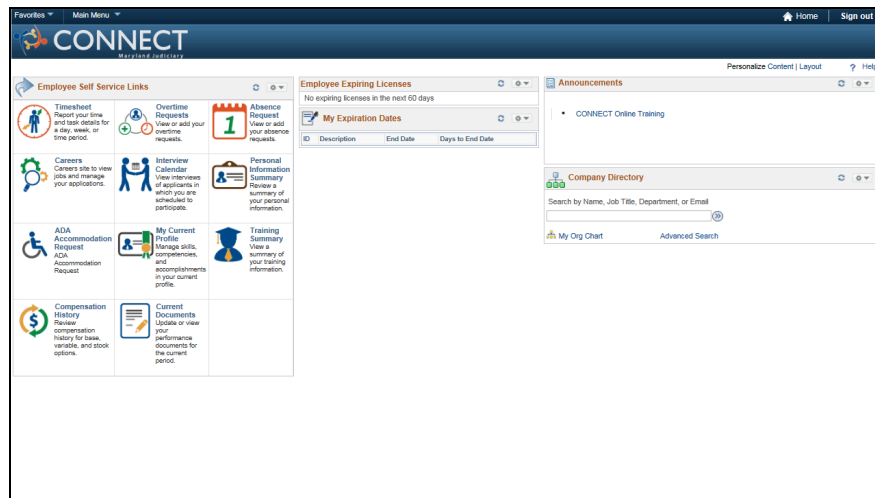
Step	Action	Notes
41.	Enter " 410-260-0000 " into the Supervisor Phone field.	
42.	The "OK to contact" checkbox will be auto selected.	
43.	Click in the Description field.	
44.	Enter " Employee Relations Clerk duties as assigned. " into the Description field.	
45.	Click the Save button. 	
46.	Click the Next button. 	
47.	Not all Job IDs will have the same questionnaire. Some may have only one question, some may have up to five questions. In this example, there is only one question.	
48.	Click the Yes option. 	
49.	Click the Next button. 	

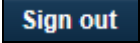


Step	Action	Notes
50.	Click the button to the right of the How did you learn of the job? field. 	

Step	Action	Notes
51.	Click the Posting list item. 	
52.	Click the Next button. 	
53.	Click the Add Reference button. 	
54.	The "Add Reference" page will autopopulate the Reference Type to "Professional". Please make the correct selection for "Reference Type".	
55.	Enter " Joan Daewood " into the Reference Name field.	
56.	Click in the Title field. 	
57.	Enter " Manager " into the Title field.	
58.	Click in the Employer field. 	
59.	Enter " Acme Company " into the Employer field.	
60.	Click in the Phone field. 	
61.	Enter " 410-555-6632 " into the Phone field.	
62.	Click in the Email Address field. 	
63.	Enter " joan.daewood@123.com " into the Email Address field.	
64.	Click the Save button. 	

Step	Action	Notes
65.	Click the Next button. 	
66.	Click the Vertical scroll bar to move down the page and review application.	
67.	Click the Submit Application button. 	
68.	Once you have submitted your application, CONNECT will not allow you to edit it for that Job ID.	
69.	Click the Home link. 	



Step	Action	Notes
70.	Click the Sign out link. 	
71.	You have completed the topic "Applying for a Job-Employee". End of Procedure.	

Save Job Search Criteria

You can perform job searches in CONNECT, save the search criteria to be used at a later date, and be notified via email if a new job is posted that meets your saved search criteria.

TRAINING GUIDE

CONNECT Employee Self Service



CONNECT
Maryland Judiciary

Save Search Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

Select the checkbox and enter an email address if you want the search results for this saved search to be emailed to you

My Saved Search

*Name My Search

☒ Notify me when new jobs meet my criteria

*Send email notification to

Current Saved Searches

Search Name	Created On	Notification Email
CLERK SEARCH	08/19/2015	jennifer.northcraft@mdcourts.gov


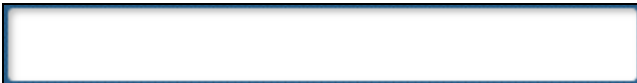

* Required Information

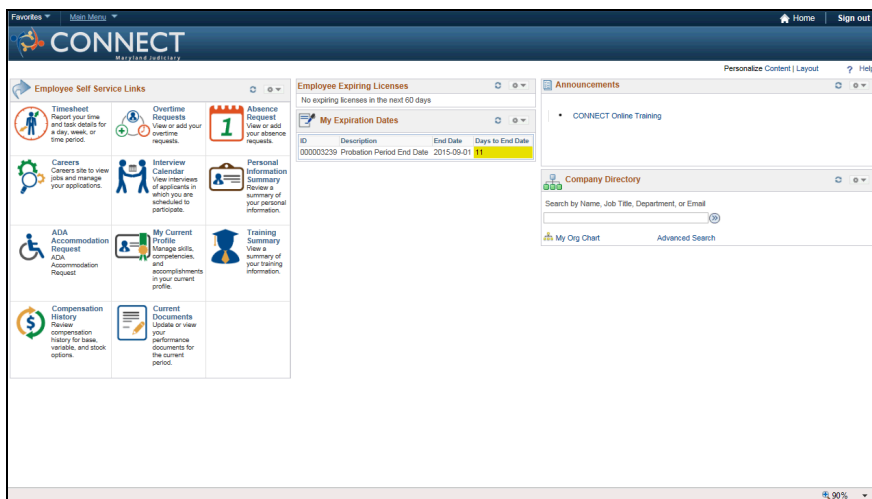
[Return to Previous Page](#) Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

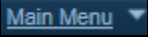

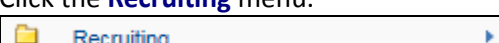
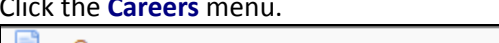
Procedure

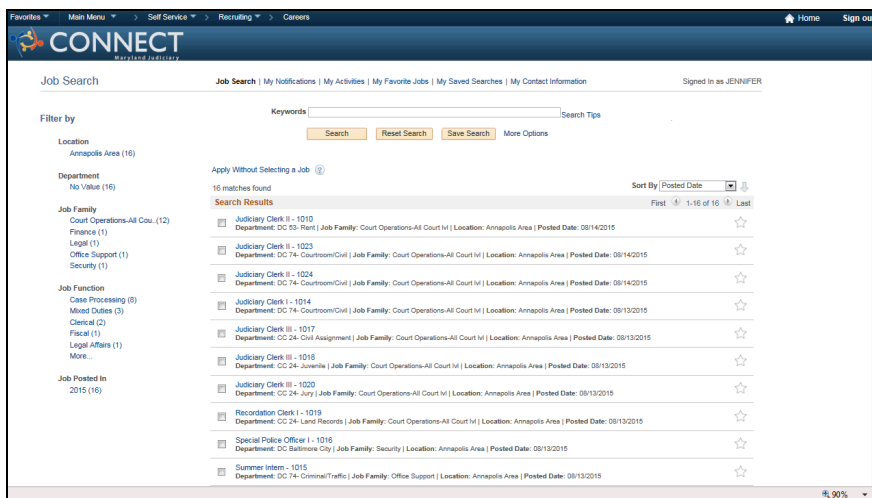
In this topic, you will search for a job and save your search criteria to be used at a later date.

The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. A link for 'Set Trace Flags' is located below the button. The footer contains copyright information: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

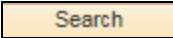
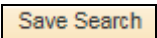


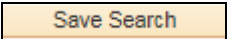
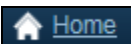
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " jennifer.northcraft " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

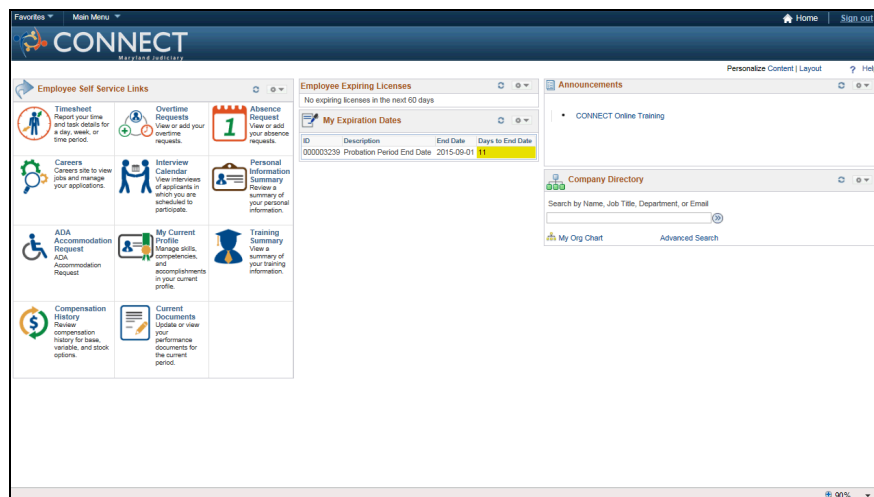



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Recruiting menu. 	
9.	Click the Careers menu. 	



Step	Action	Notes
10.	Enter " clerk iii " into the Keywords field.	

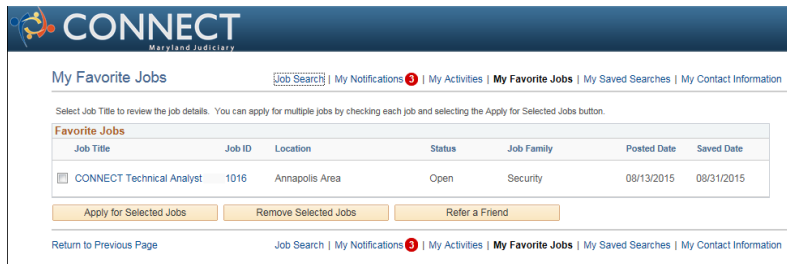
Step	Action	Notes
11.	Click the Search button. 	
12.	Click the Save Search button. 	
13.	Notice there is an existing search that was created at a different time.	
14.	Click in the Name My Search field. 	
15.	Enter " Clerk III " into the Name My Search field.	
16.	You can choose to be notified when a new job is posted that meets your search criteria.	
17.	Click the Notify me when new jobs meet my criteria checkbox. 	
18.	Your email will populate automatically when you select the Notify me checkbox.	
19.	Click the Save Search button. 	
20.	There are now 2 searches saved.	
21.	To access your saved searches later, click the My Saved Searches link. This link is visible on most of the Career pages in CONNECT.	
22.	Click the Home link. 	



Step	Action	Notes
23.	Click the Sign out link. 	
24.	You have completed the topic "Save a Job Search Criteria". End of Procedure.	

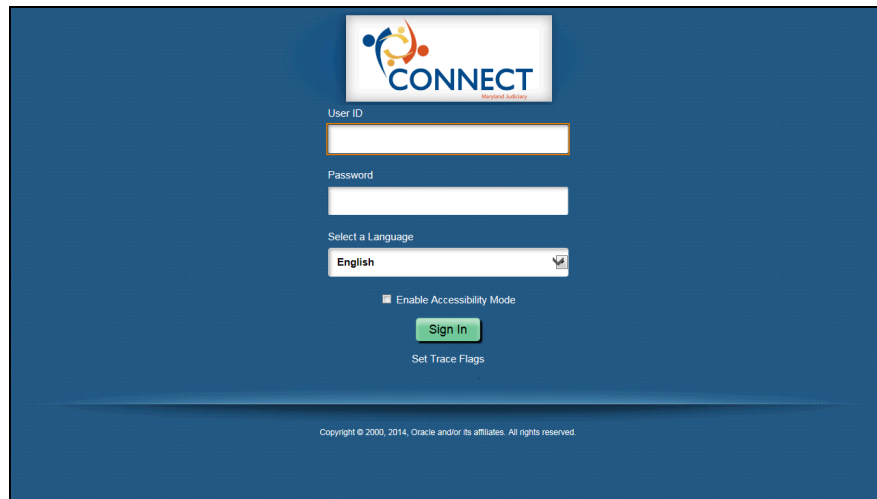
Saving Jobs to Favorites

CONNECT allows you to save your favorite jobs.



Procedure

In this topic, you will save a job opening to your Favorites.



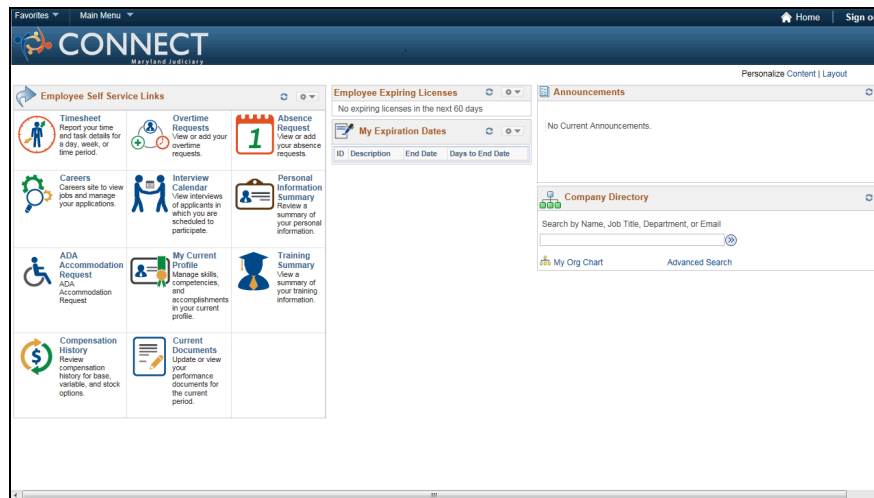
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " isha.beazer " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	



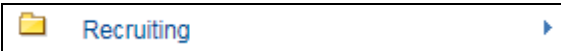
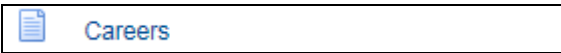
TRAINING GUIDE

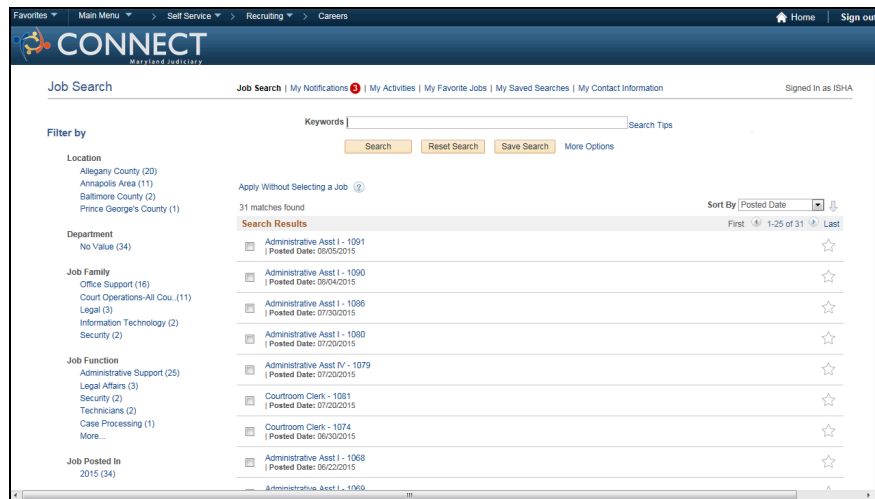
CONNECT Employee Self Service



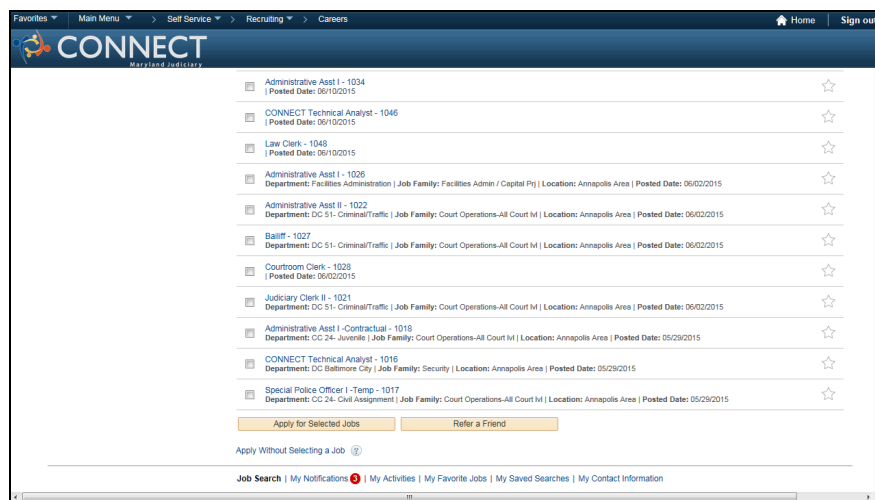
Step	Action	Notes
5.	Click the Sign In button. 	





Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Recruiting menu. 	
9.	Click the Careers menu. 	



Step	Action	Notes
10.	Click the Vertical scrollbar to move down the page.	




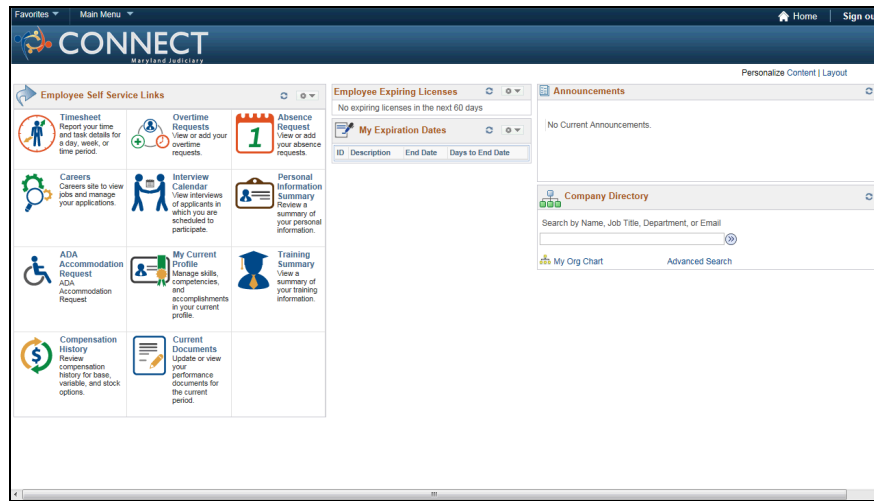
Step	Action	Notes
11.	Click the Add to My Favorite Jobs button for the CONNECT Technical Analyst position. 	
12.	When selected and added to your Favorites, the Star turns yellow.	
13.	Click the My Favorite Jobs link. 	
14.	Notice the job saved to your Favorites.	

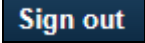
TRAINING GUIDE

CONNECT Employee Self Service



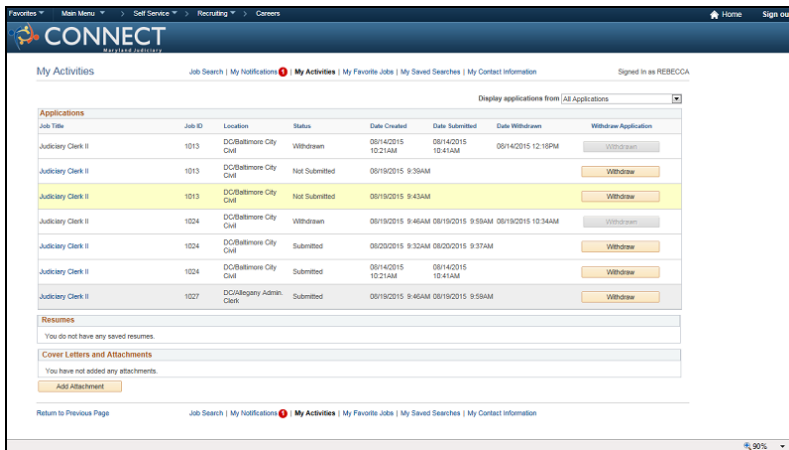
Step	Action	Notes
15.	To access your Favorite jobs later, click the My Favorite Jobs link. This link is visible on most of the Career pages in CONNECT.	
16.	Click the Home link. 	



Step	Action	Notes
17.	Click the Sign out link. 	
18.	You have completed the topic "Saving Jobs to Favorites". End of Procedure.	

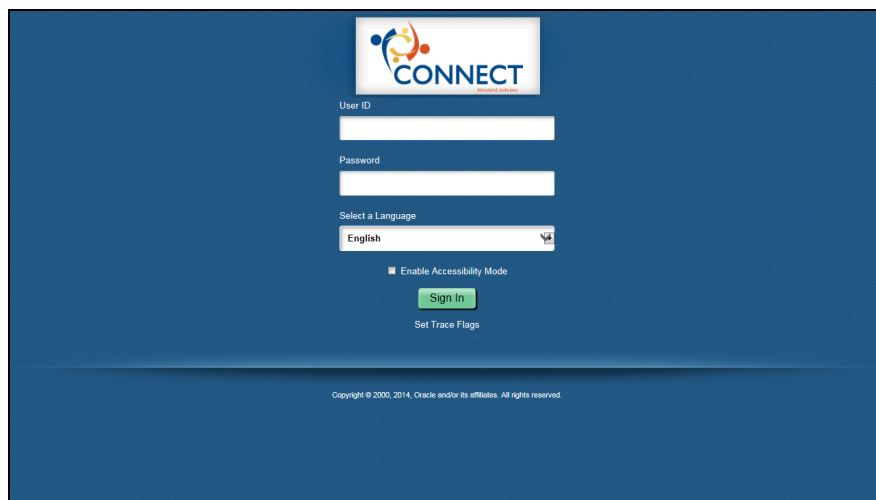
Withdrawing Your Job Application




If you no longer wish to be considered for a job, you can withdraw your application.



Procedure

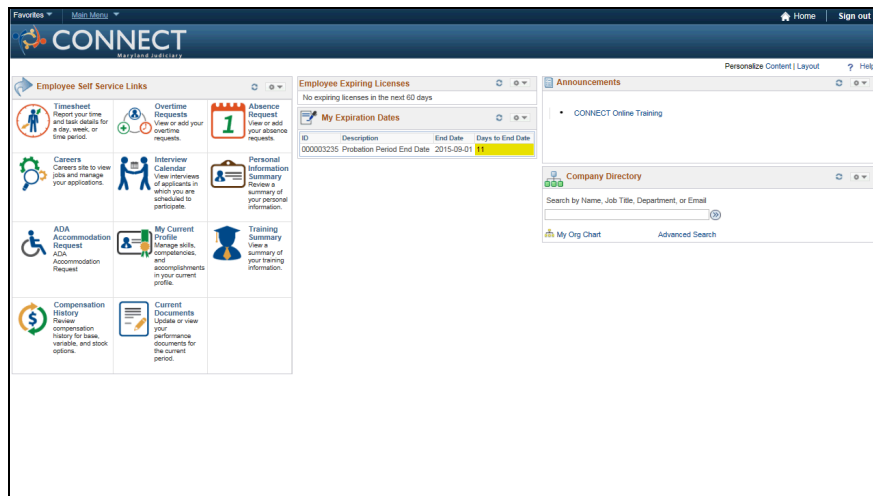
In this topic, you will withdraw an application that you previously created.



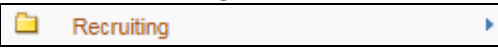



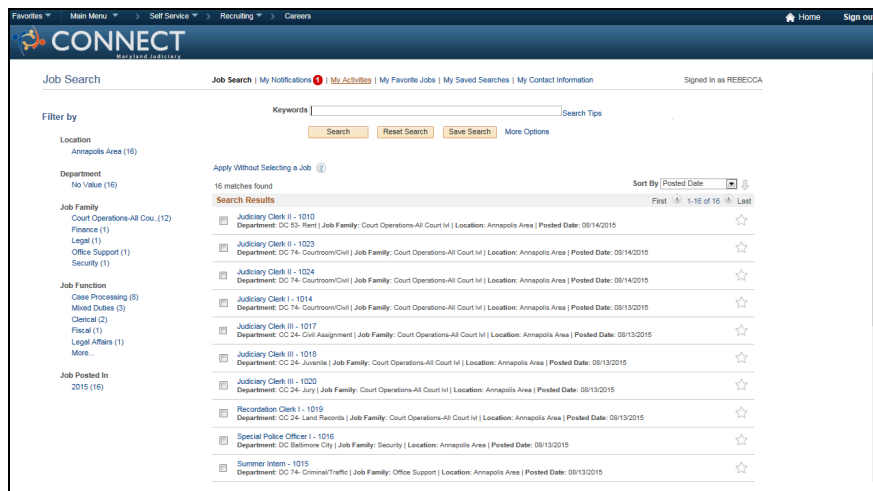
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " rebecca.miller " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



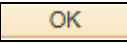

TRAINING GUIDE

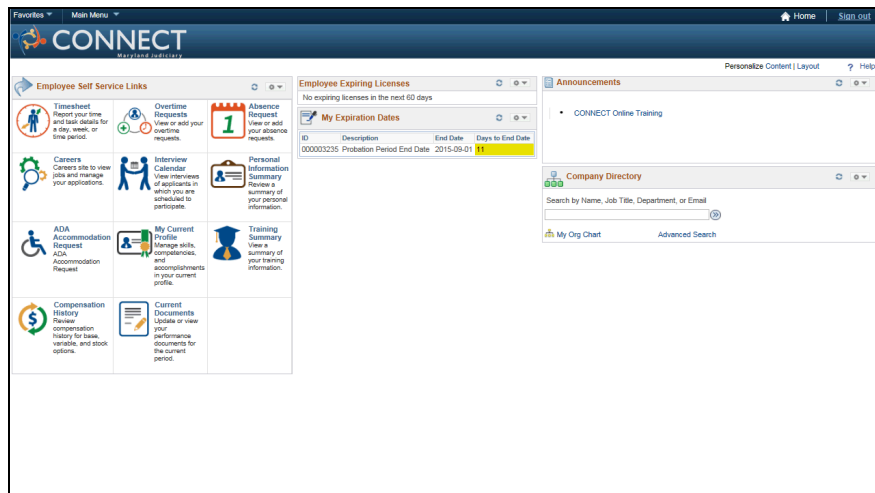
CONNECT Employee Self Service




Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Recruiting menu. 	
9.	Click the Careers menu. 	



Step	Action	Notes
10.	Click the My Activities link. 	
11.	The "My Activities" page displays your applications and their current statuses.	
12.	Click the Withdraw button for the specific job in which you want to withdraw. 	
13.	Click the OK button. 	
14.	Notice the status of the application is now withdrawn.	
15.	Click the Home link. 	



Step	Action	Notes
16.	Click the Sign out link. 	
17.	You have completed the topic "Withdrawing Your Job Application". End of Procedure.	

Accepting or Rejecting a Job Offer

You will receive a notification if a job offer is extended by the AOC. From within CONNECT, you can view the offer letter, acknowledge that you have reviewed the offer, and accept or reject the offer.


TRAINING GUIDE

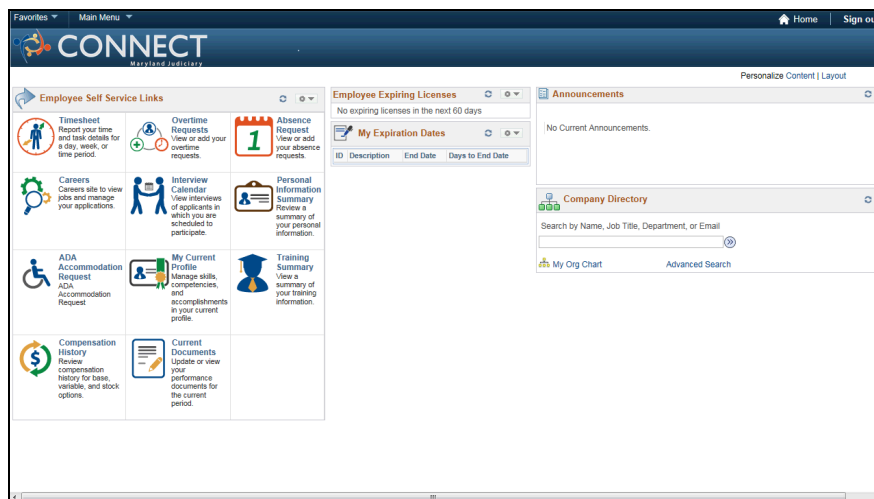
CONNECT Employee Self Service

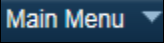

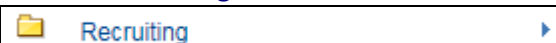
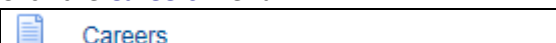


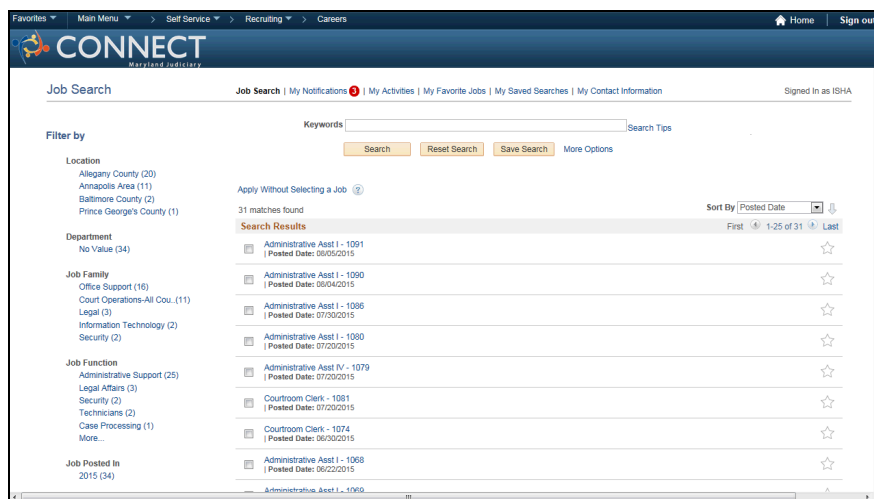
Procedure


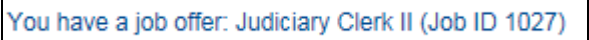
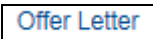
In this topic, you will accept a job offer.

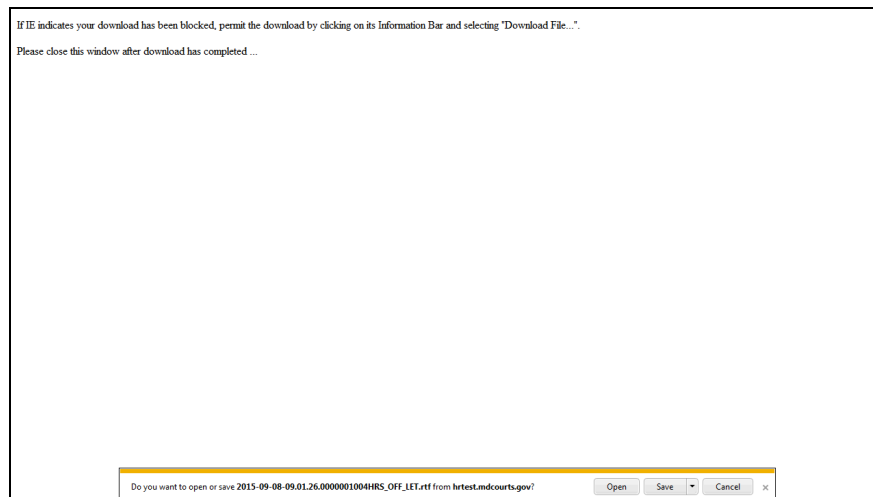
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " isha.beazer " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

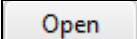


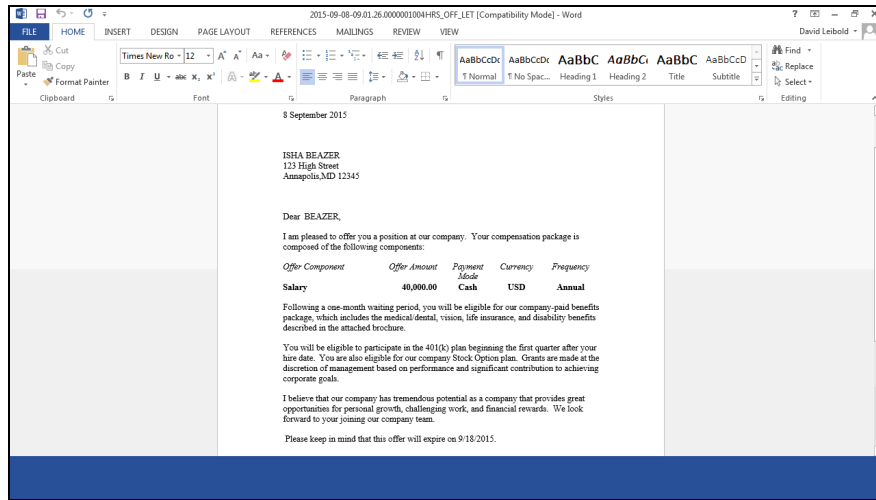
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Recruiting menu. 	
9.	Click the Careers menu. 	




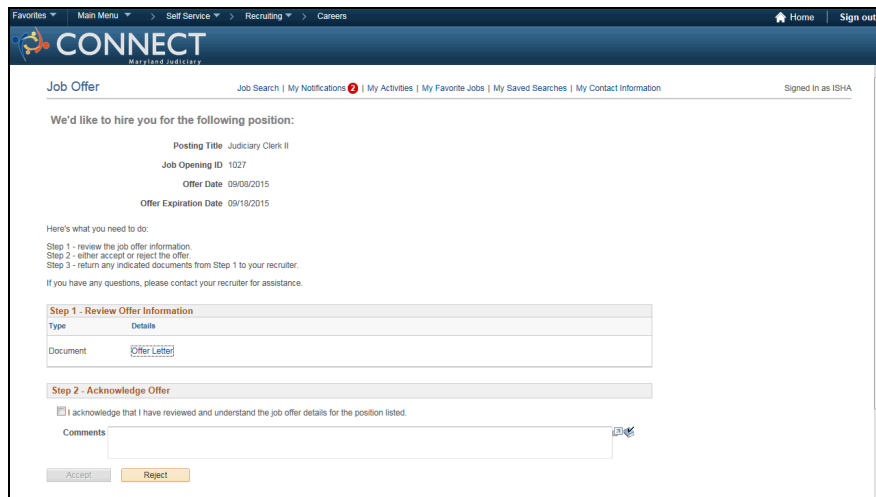
Step	Action	Notes
10.	Click the My Notifications link. 	
11.	If you have received a job offer, you will see a job offer notification	
12.	Click the You have a job offer: Judiciary Clerk II (Job ID 1027) link. 	
13.	To view the details of the job offer, click the Offer Letter link. 	


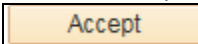


Step	Action	Notes
14.	Click the Open button to open the offer letter attachment. 	
15.	In this example, the offer letter opened in Microsoft Word. You can save, print, or close the document as desired.	



Step	Action	Notes
16.	Click the Close (X) button to close the document when you are finished. 	

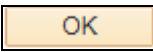
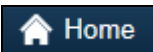


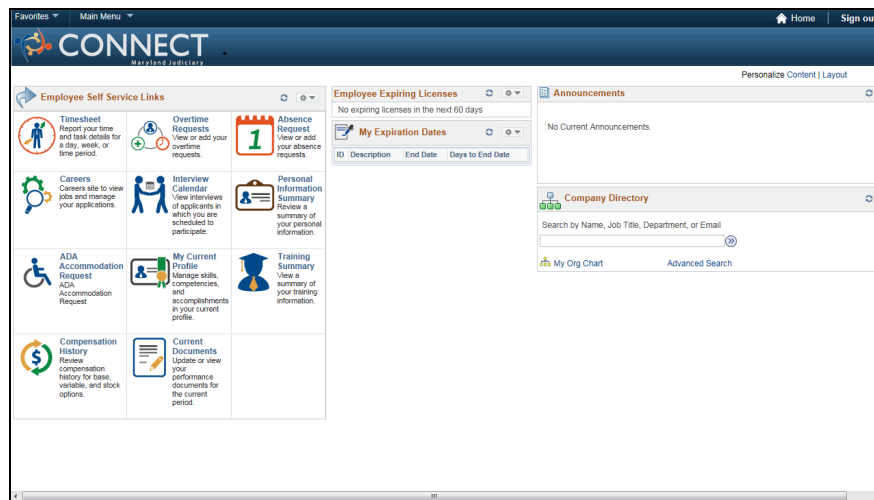
Step	Action	Notes
17.	Click the Acknowledgement checkbox. 	
18.	At this point, you can either Accept or Reject the job offer.	
19.	For this example, click the Accept button. 	


TRAINING GUIDE

CONNECT Employee Self Service



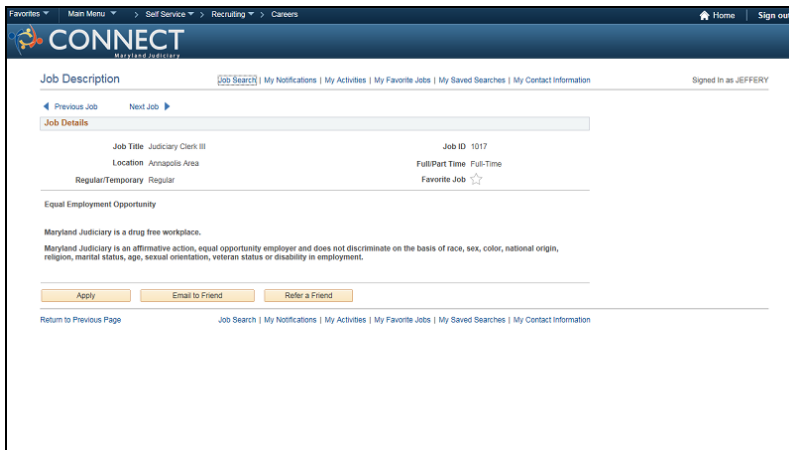
Step	Action	Notes
20.	Click the OK button. 	
21.	Notice the message indicating you have accepted the offer.	
22.	Click the Home link. 	



Step	Action	Notes
23.	Click the Sign out link. 	
24.	You have completed the topic "Accepting or Rejecting a Job Offer". End of Procedure.	

Sending a Job to a Friend

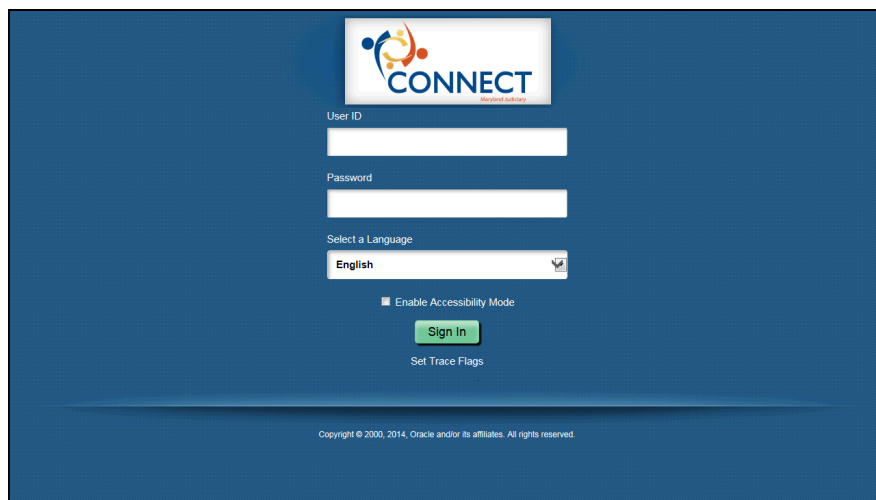
Send a job opening to a friend.




The screenshot shows the 'Job Description' page for Job ID 1017. The job title is 'Judiciary Clerk III' and the location is 'Annapolis Area'. The job is full-time and regular. The page includes a 'Job Details' section with a 'Job ID' of 1017 and a 'Favorite Job' button. Below this is an 'Equal Employment Opportunity' section with a statement from Maryland Judiciary. At the bottom, there are buttons for 'Apply', 'Email to Friend', and 'Refer a Friend'.

Procedure

In this topic, you will email a job opening to a friend.

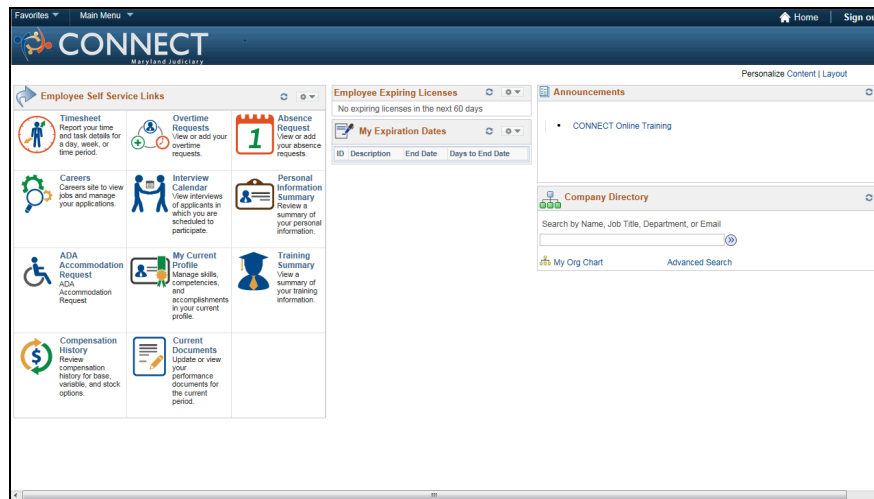


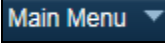


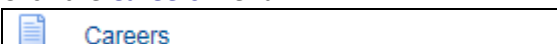
The screenshot shows the login page for the CONNECT Employee Self Service. It features a 'User ID' field, a 'Password' field, and a 'Select a Language' dropdown menu set to 'English'. There is a 'Sign In' button and a link to 'Set Trace Flags'. The page also includes a copyright notice at the bottom: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

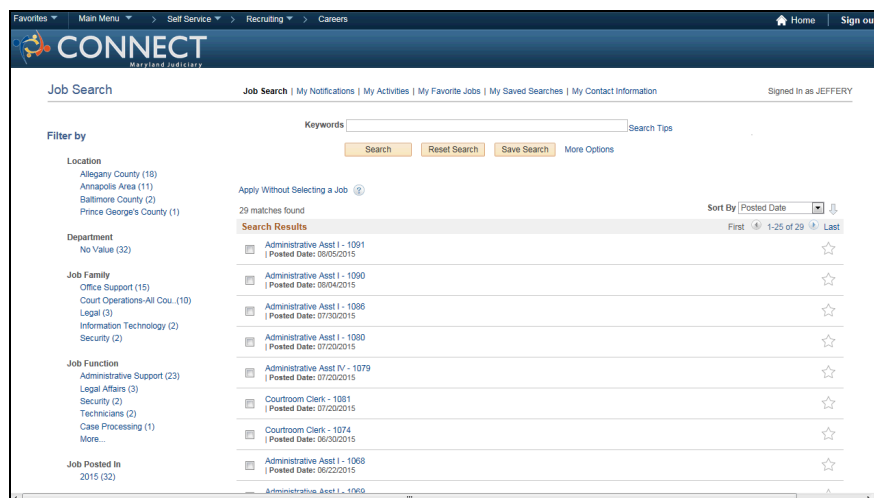
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " jeffery.qualey " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	


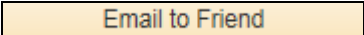
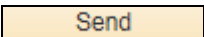
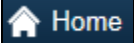
TRAINING GUIDE

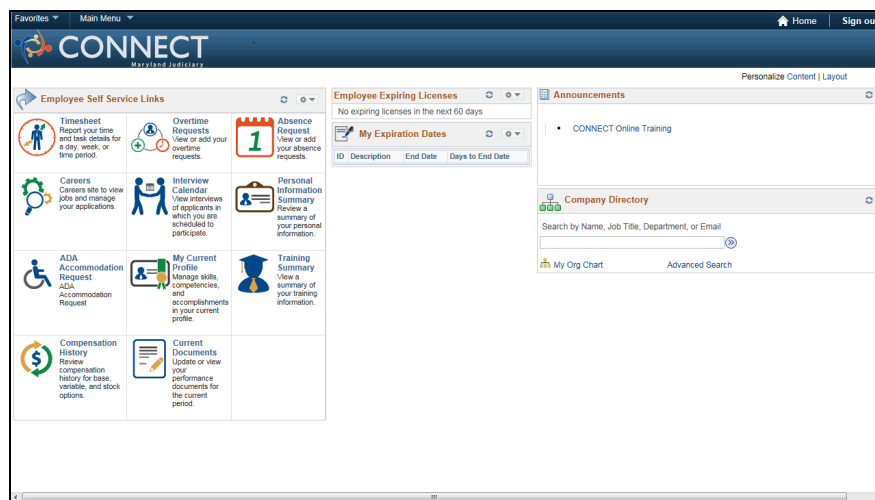
CONNECT Employee Self Service

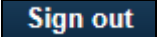


Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Recruiting menu. 	
9.	Click the Careers menu. 	
10.	Select the job you want to send to a friend.	



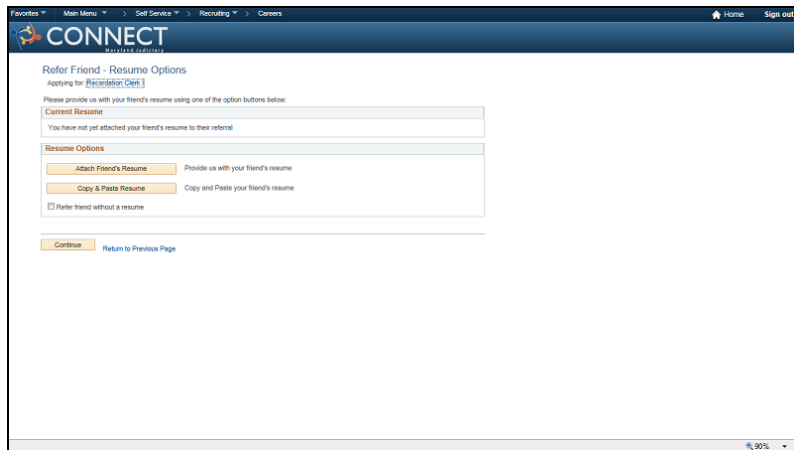
Step	Action	Notes
11.	Click the Vertical scrollbar to move down the page.	
12.	Click the Judiciary Clerk III - 1017 link. 	
13.	Click the Email to Friend button. 	
14.	Click in the To field.	
15.	Enter " lilly.jones@email.com " into the To field.	
16.	Click the Send button. 	
17.	Click the Home link. 	



Step	Action	Notes
18.	Click the Sign out link. 	
19.	You have completed the topic "Sending a Job to a Friend". End of Procedure.	

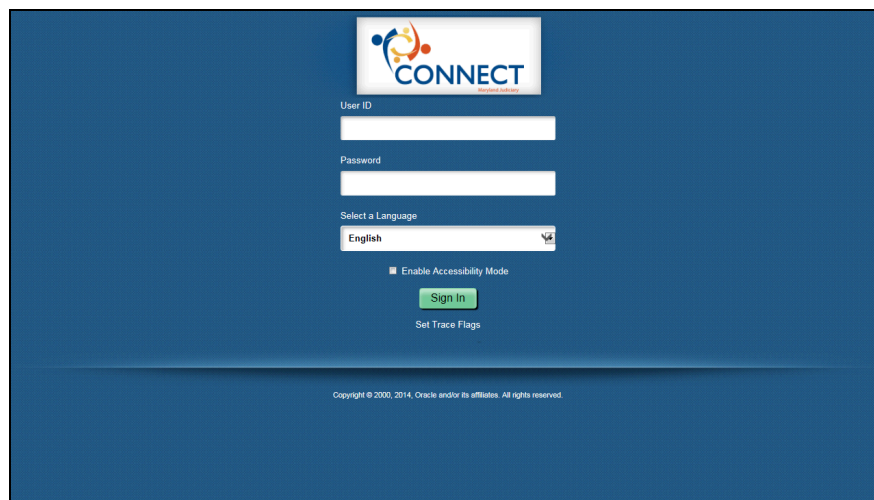
Referring Friends by Providing Contact Info and Resume




CONNECT allows you to refer friends for specific jobs within the Judiciary. To refer a friend, simply select the job, include a resume if you have one, enter your friend's contact information, and submit the referral.

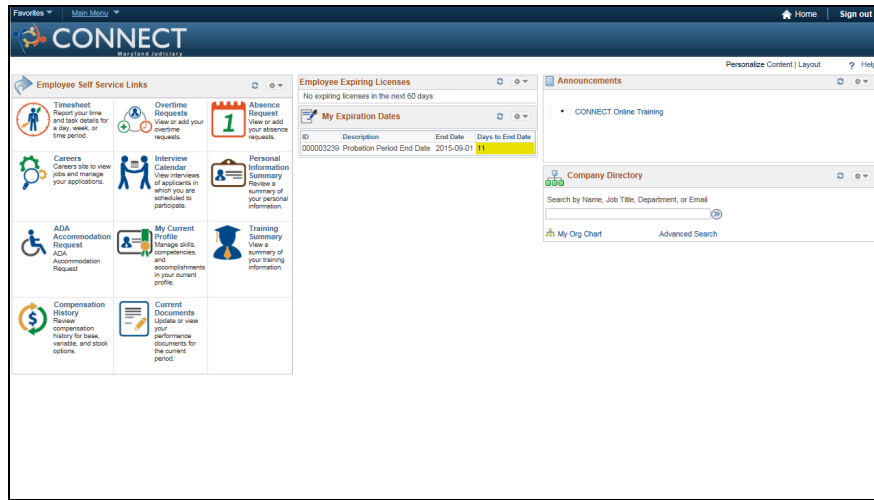






Procedure

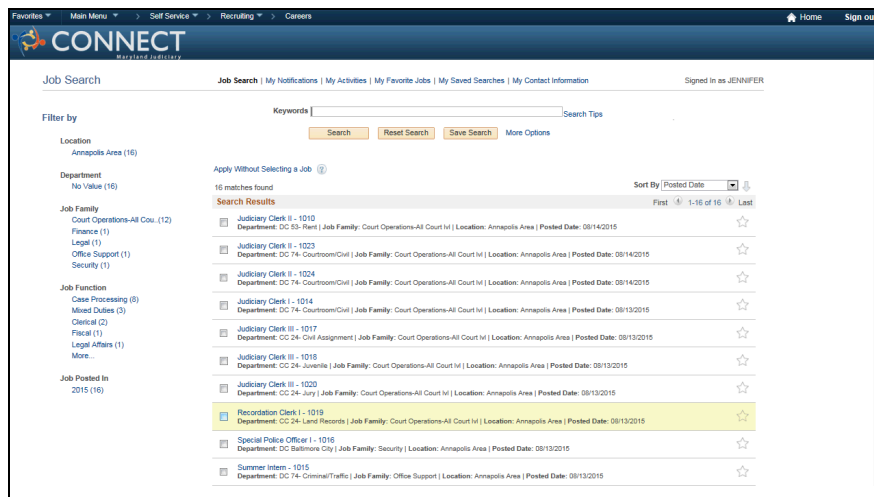
In this topic, you will refer a friend to an AOC recruiter for a specific job.


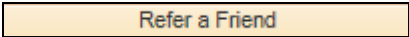
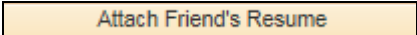


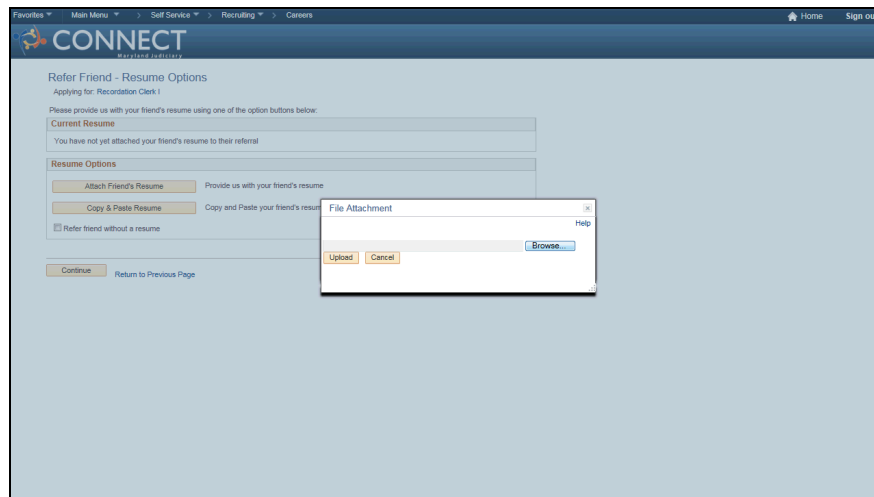
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " jennifer.northcraft " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

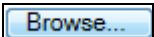


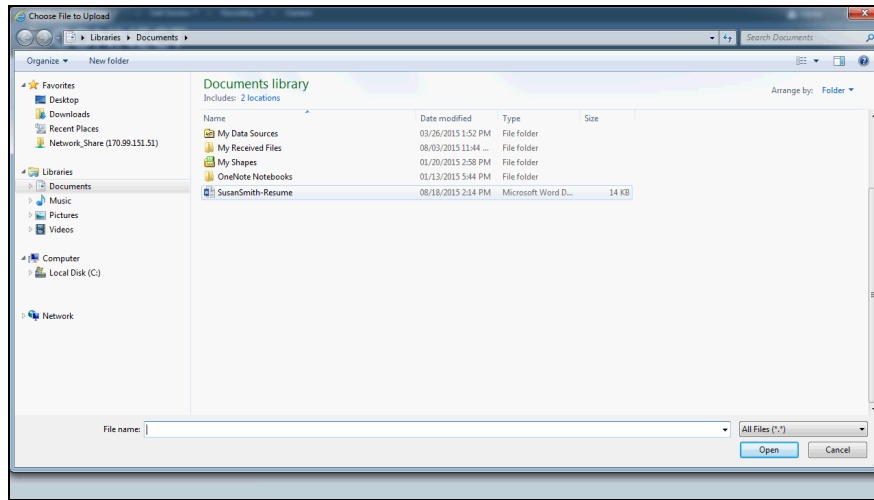
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Recruiting menu. 	
9.	Click the Careers menu. 	
10.	Select the job for which you are referring your friend.	




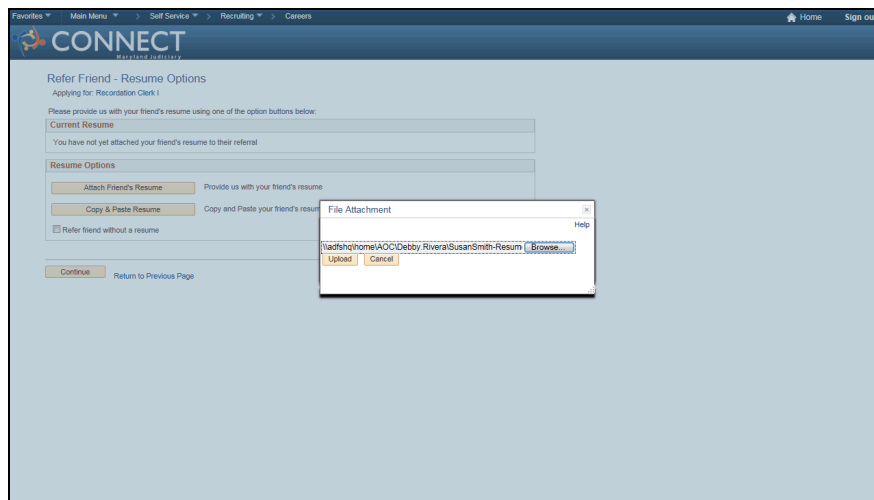
Step	Action	Notes
11.	Click the Recordation Clerk I - 1019 option. 	
12.	Click the Vertical scrollbar to move down the page.	
13.	Click the Refer a Friend button. 	
14.	You can refer a friend with or without their resume. In this example, you will attach your friend's resume.	
15.	Click the Attach Friend's Resume button. 	




Step	Action	Notes
16.	Click the Browse button to browse to the location where your friend's resume is located. 	



Step	Action	Notes
17.	Click the SusanSmith-Resume list item.	
18.	Click the Open button. 	



Step	Action	Notes
19.	Click the Upload button. 	
20.	Notice Susan's resume is now attached.	







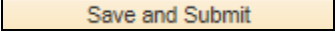

Refer Friend - Resume Options
 Applying for: Recordation Clerk I

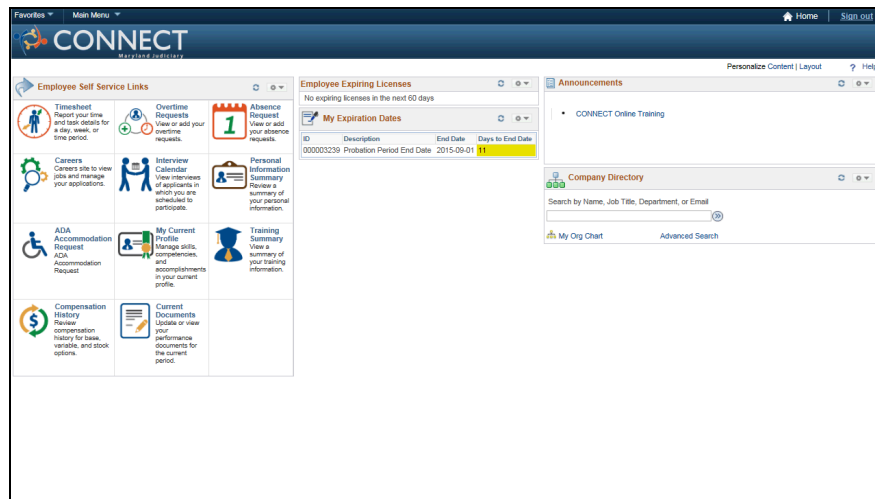
You have provided us with the following resume:


Current Resume	Resume Title	Language
View Resume	SusanSmith-Resume.docx	English

Use Different Resume

[Continue](#) [Return to Previous Page](#)

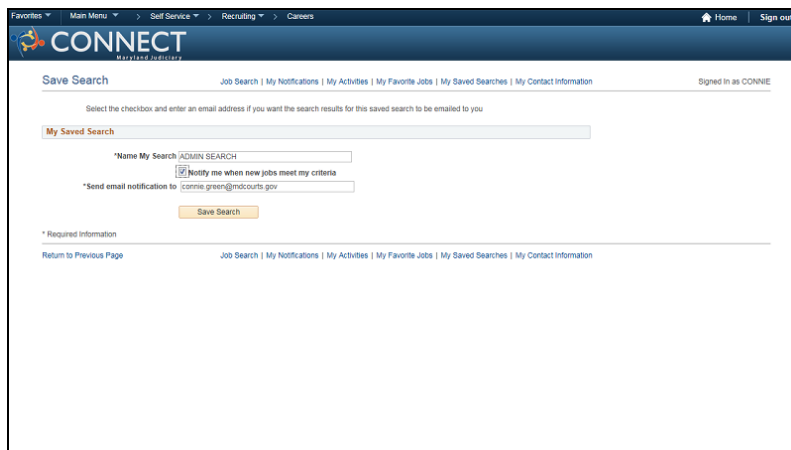
Step	Action	Notes
21.	Click the Continue button. 	
22.	Enter your friend's primary contact information.	
23.	Click in the First Name field. 	
24.	Enter " Susan " into the First Name field.	
25.	Click in the Last Name field. 	
26.	Enter " Smith " into the Last Name field.	
27.	Click in the Email Address field. 	
28.	Enter " susansmith12@email.com " into the Email Address field.	
29.	Click the Email Type drop-down list. 	
30.	Click the Home list item. 	
31.	Click the Save and Submit button. 	
32.	Notice the message indicating you have successfully referred your friend for a job.	
33.	Click the Home link. 	



Step	Action	Notes
34.	Click the Sign out link. 	
35.	You have completed the topic "Referring Friends by Providing Contact Info and Resume". End of Procedure.	

Notify Applicants of Jobs

When creating and saving a job search in CONNECT, you can indicate that you want the system to notify you by email if a new job is posted that meets your search criteria.



Procedure


In this topic, you will save a job search and indicate that you want to be notified by email if a new job is posted that meets your job search criteria.

TRAINING GUIDE

CONNECT Employee Self Service


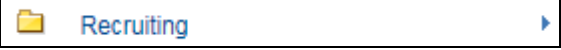



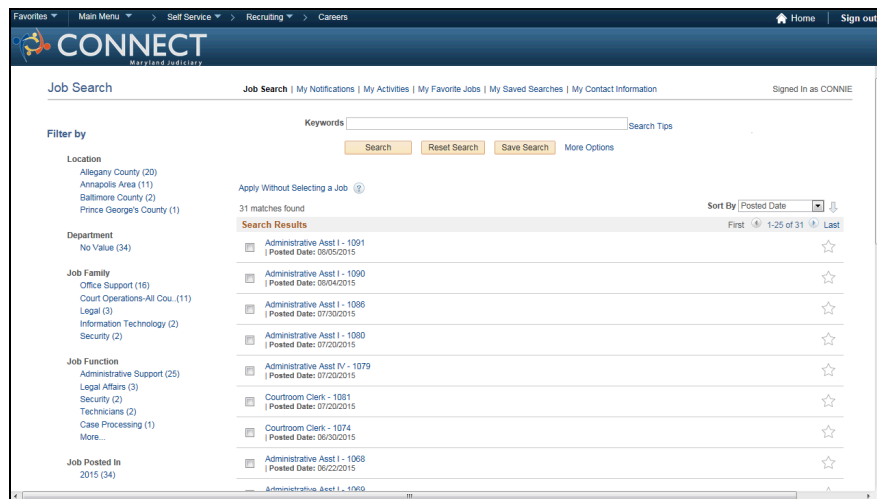
The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a 'Sign In' button. A link for 'Set Trace Flags' is located below the button. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

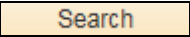
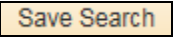


Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " connie.green " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

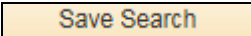
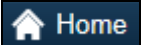
The dashboard shows various service links on the left, including Timesheet, Overtime Requests, Absence Request, Careers, Interview Calendar, Personal Information Summary, ADA Accommodation Request, My Current Profile, Training Summary, Compensation History, and Current Documents. The main area displays 'Employee Expiring Licenses' with a table showing no expiring licenses. On the right, there are sections for 'Announcements' (CONNECT Online Training) and 'Company Directory' (search by Name, Job Title, Department, or Email).

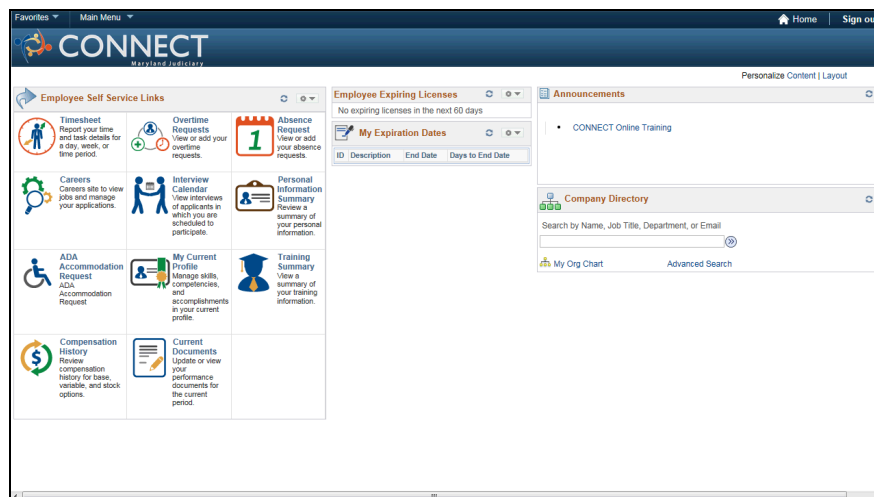
Step	Action	Notes
6.	Click the Main Menu button. 	

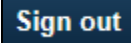
Step	Action	Notes
7.	Click the Self Service menu. 	
8.	Click the Recruiting menu. 	
9.	Click the Careers menu. 	



Step	Action	Notes
10.	Click in the Keywords field.	
11.	Enter " Administrative " into the Keywords field.	
12.	Click the Search button. 	
13.	Click the Save Search button. 	
14.	Click in the Name My Search field. 	
15.	Enter " Admin Search " into the Name My Search field.	
16.	Click the Notify me when new jobs meet my criteria checkbox. 	

Step	Action	Notes
17.	When a new job is posted that meets your job search criteria, you will be notified by email about the job posting. In this example, a new job posting containing the keyword "Administrative" will trigger the notification.	
18.	Notice when you click the "Notify me" checkbox, your email address automatically appears in the email notification field.	
19.	Click the Save Search button. 	
20.	Click the Home link. 	



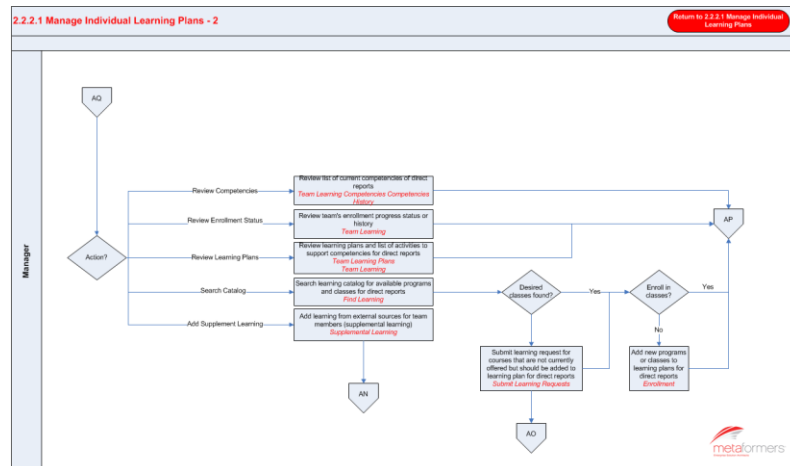
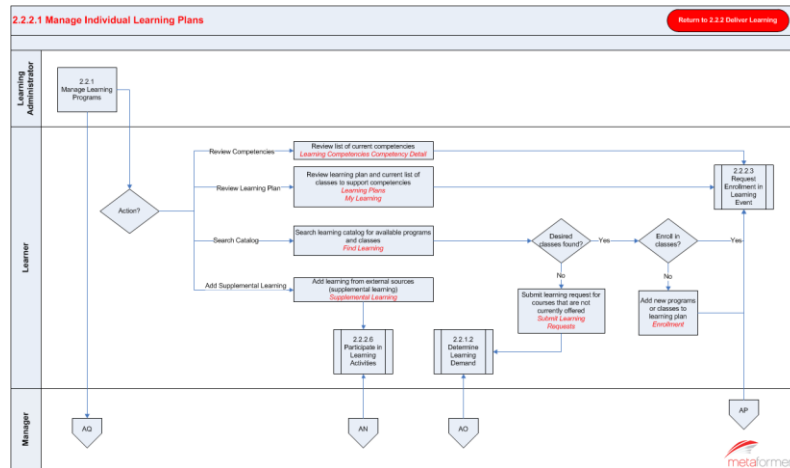
Step	Action	Notes
21.	Click the Sign out link. 	
22.	You have completed the topic "Notify Applicants of Jobs". End of Procedure.	

Managing Education and Training

Planned Learning

CONNECT's learning plan function allows you, your manager, or a learning administrator to assign learning to you in a planned state. This means that the learning will take place at some

point in the future. The attributes for each item on your learning plan, such as status, priority, and target completion date, can be defined and updated.



Adding a Course to Learning Plan

Learning plans are used to guide learners down a defined learning path. Learning plans can be created and updated by learners through self-service, by managers through manager self-service, and by learning administrators.

Learning plans can consist of items in the learning catalog such as courses, classes, and programs. When these items are added to the plan, you can specify a target completion date and priority for each item. You can also indicate whether the items are required or not.

TRAINING GUIDE

CONNECT Employee Self Service



Learning Plan Details
JAMES DAVIS

Successfully added new learning item to learning plan

Learning Plan Details

Title	Type	Status	Priority	Required	Target Completion	Assigned By	Action	Edit	Delete
Being Calm and Clear -- Mindfulness in Work and Play	Classroom	Pending Approval	High	<input type="checkbox"/>	12/15/2015	JULIE LINKINS	Drop		
Conflict Resolution	Course	Planned	High	<input checked="" type="checkbox"/>	12/31/2015	JAMES DAVIS	Enroll		

Add New Learning to Plan

Return To Previous Page

Procedure

In this topic, you will add a course to your learning plan.

CONNECT
Maryland Judiciary

User ID


Password

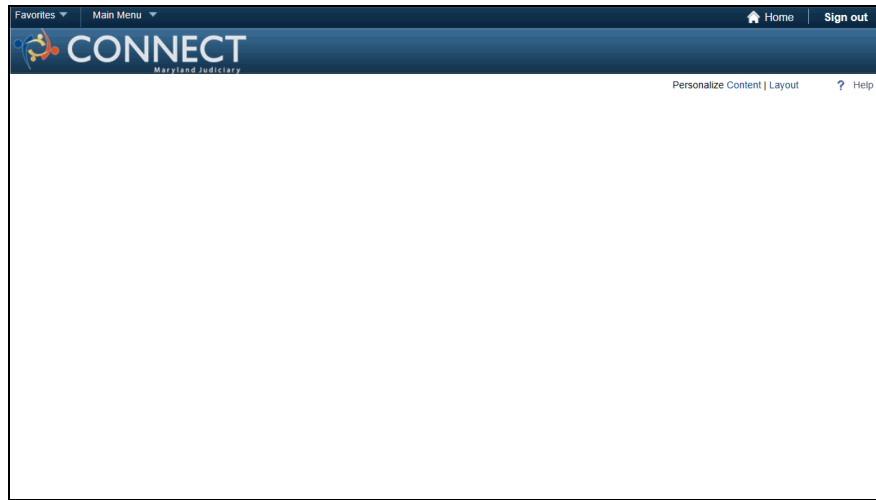
Select a Language
English


☐ Enable Accessibility Mode

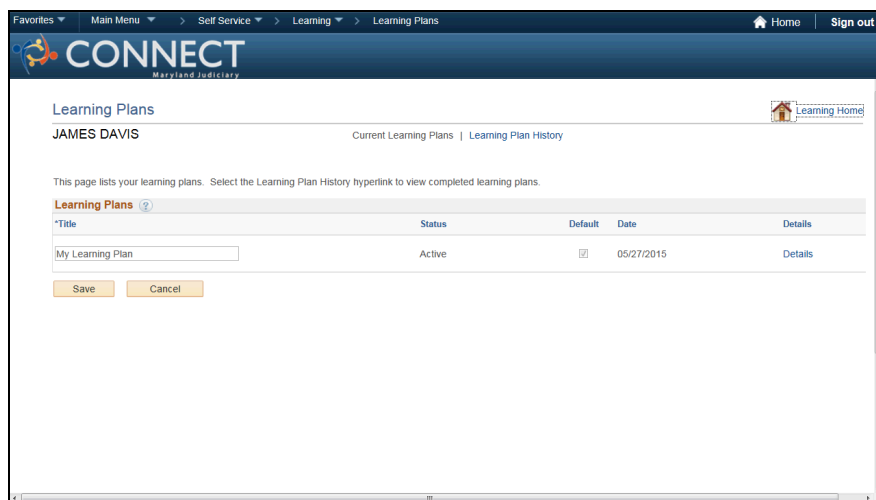
Sign In


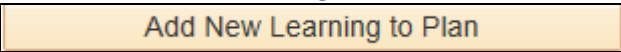
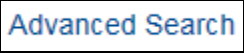

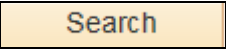
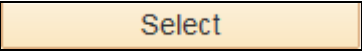


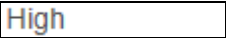

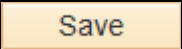
Set Trace Flags

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the Learning Plans menu.	
10.	Every learner in CONNECT has a default learning plan titled My Learning Plan. You can use this learning plan or create a new one. For this example, you will add a course to the default learning plan.	



Step	Action	Notes
11.	Click the Details link. 	
12.	Notice James Davis already has a course on his learning plan that was assigned by Julie Linkins. In this example, you will add a second course to the learning plan.	
13.	Click the Add New Learning to Plan button. 	
14.	Click the Advanced Search link. 	
15.	Click in the Title field. 	
16.	Enter " conflict " into the Title field.	
17.	Click the Search button. 	
18.	Click the Vertical scrollbar to move down the page.	
19.	Click the Select button. 	
20.	When self-assigning a course to your learning plan, you can enter the target completion date for the course, set the priority (high, medium, low), and indicate whether the course is required.	
21.	Click in the Target Completion field. 	
22.	Enter " 12/31/2015 " into the Target Completion field.	
23.	Click the Priority drop-down list. 	
24.	Click the High list item. 	
25.	Click the Required option. 	
26.	Click the Save button. 	
27.	Notice Conflict Resolution has been added to the learning plan.	

Step	Action	Notes
28.	Click the Home link.  Home	

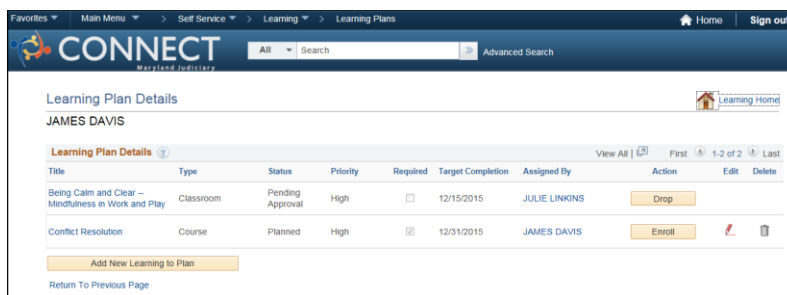


Step	Action	Notes
29.	Click the Sign out link. Sign out	
30.	You have completed the course "Adding a Course to Planned Learning". End of Procedure.	

Enrolling into a Course from Your Learning Plan

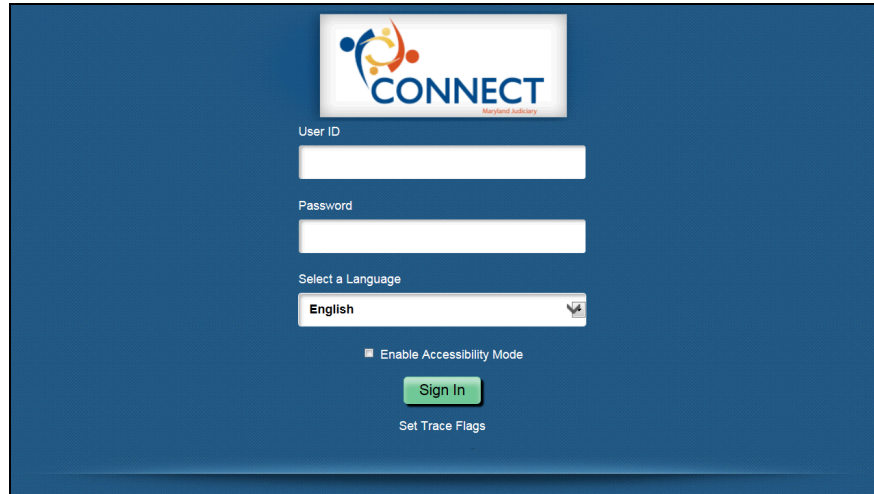
Learning plans are used to guide learners down a defined learning path. Learning plans can be created and updated by learners through self-service, by managers through manager self-service, and by learning administrators.

Once a course has been added to your learning plan, you can enroll into that course directly from the learning plan.




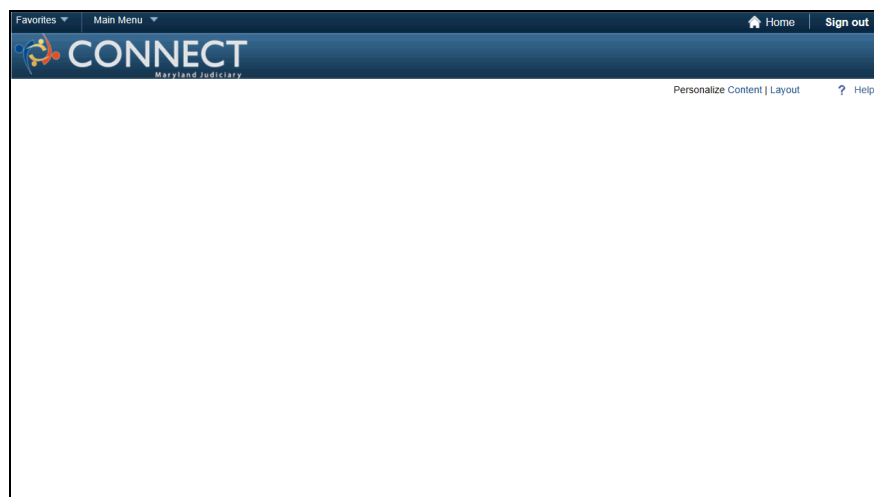
Procedure

In this topic, you will enroll into a Conflict Resolution course from your learning plan.




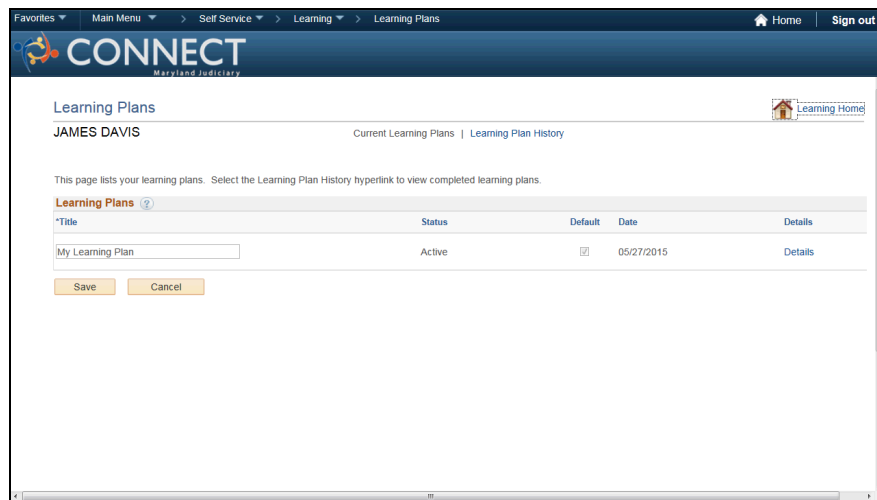
The login screen features the CONNECT Maryland Judiciary logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. A link for 'Set Trace Flags' is located below the button.


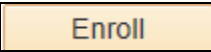
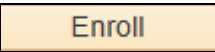
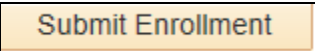
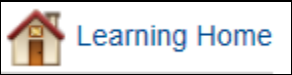
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



The dashboard shows the CONNECT Maryland Judiciary logo in the top left. The top right has links for 'Home' and 'Sign out'. Below the logo, there are links for 'Personalize Content' and 'Layout'. A 'Help' link with a question mark icon is also present. The main content area is currently blank.

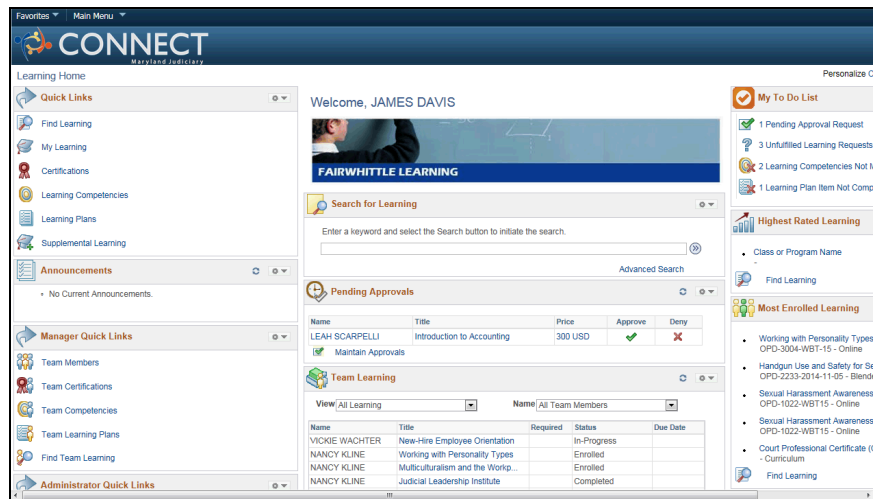
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the Learning Plans menu.	

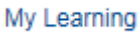


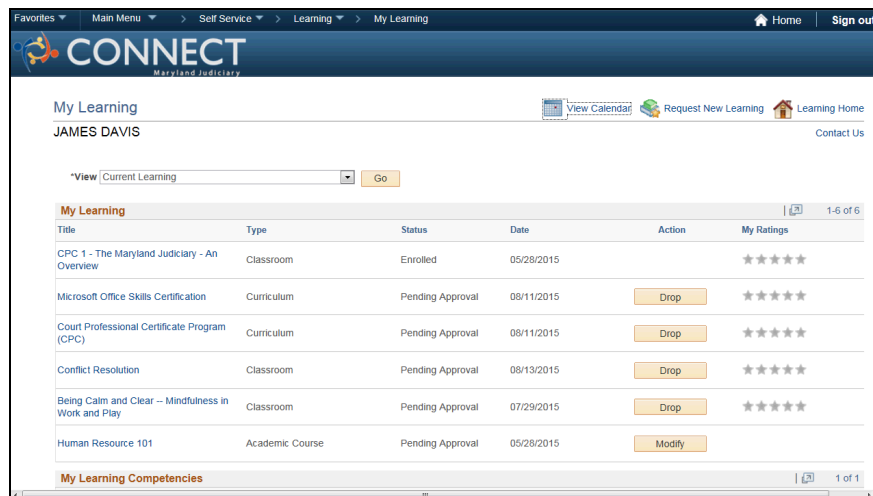
Step	Action	Notes
10.	Click the Details link to view the items on your learning plan. 	
11.	Click the Enroll button for the Conflict Resolution course. 	
12.	Click the Enroll button. 	
13.	Click the Submit Enrollment button. 	
14.	Notice the message indicating the enrollment requires approval.	
15.	Click the Learning Home link. 	

TRAINING GUIDE

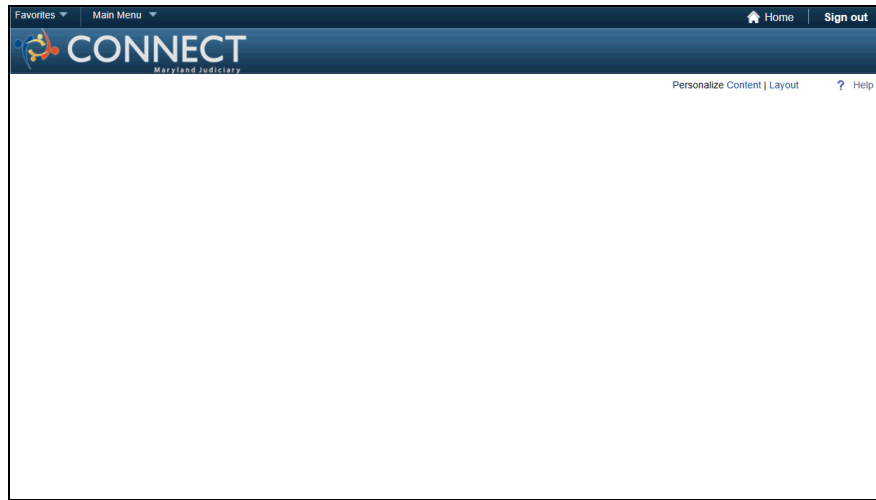
CONNECT Employee Self Service



Step	Action	Notes
16.	Click the My Learning link. 	
17.	Conflict Resolution is displayed on your "My Learning" page with a status of Pending Approval.	



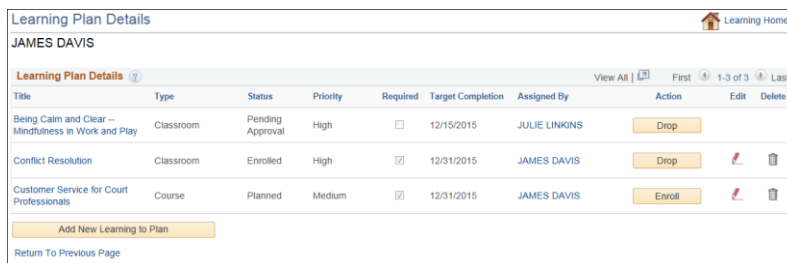
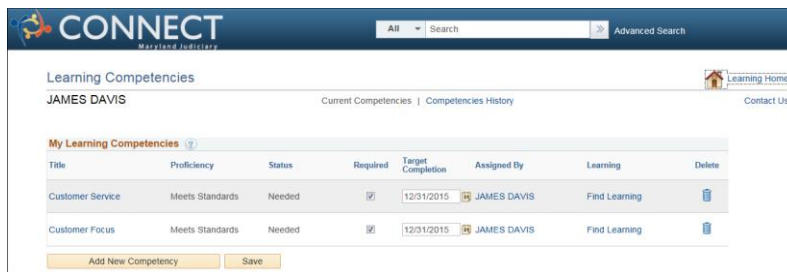
Step	Action	Notes
18.	Click the Home link. 	



Step	Action	Notes
19.	Click the Sign out link. Sign out	
20.	You have completed the topic "Enrolling into a Course from Your Learning Plan". End of Procedure.	

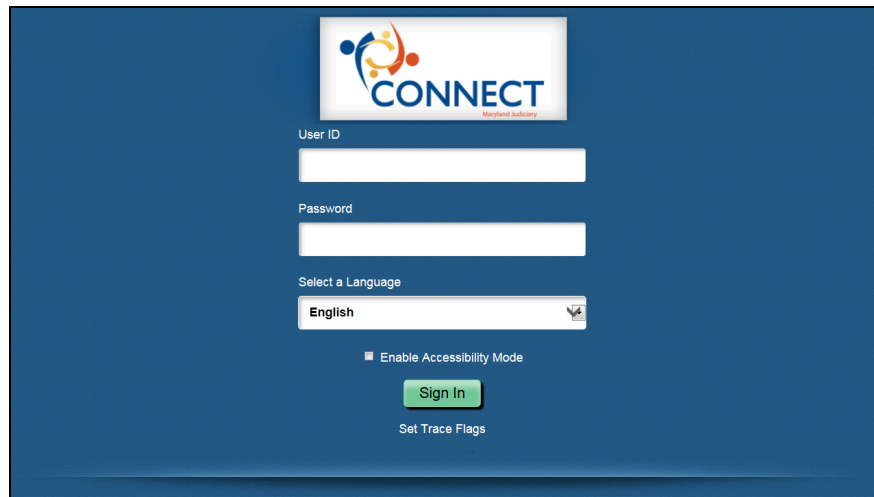
Adding a Learning Competency, Finding Associated Course, and Adding to Plan

AOC has identified learning activities designed to meet the competencies needed for you to be successful in your job role. Competencies can be assigned to your learning profile by you, your manager, or by a learning administrator. Once a competency has been assigned to your profile, you can find learning activities in CONNECT that satisfy those competencies as you complete the learning.




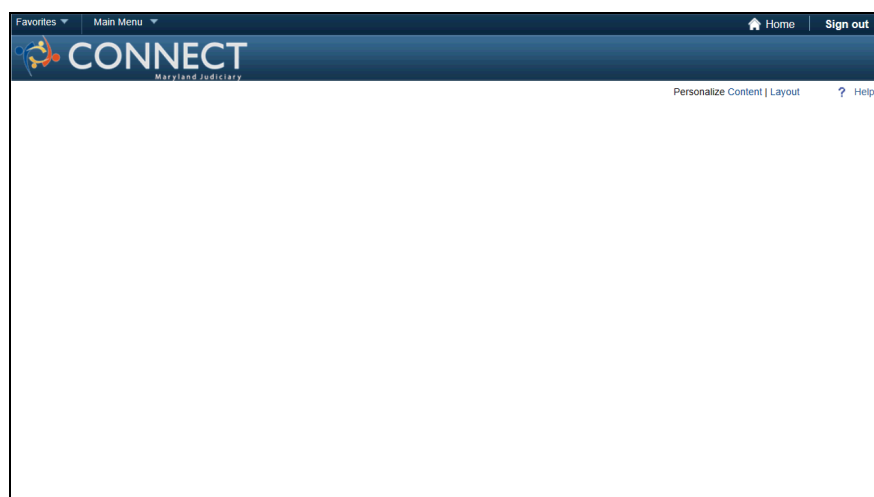
Procedure

In this topic, you will add a learning competency to your profile, find the associated course needed to satisfy the competency, and add the course to your learning plan.




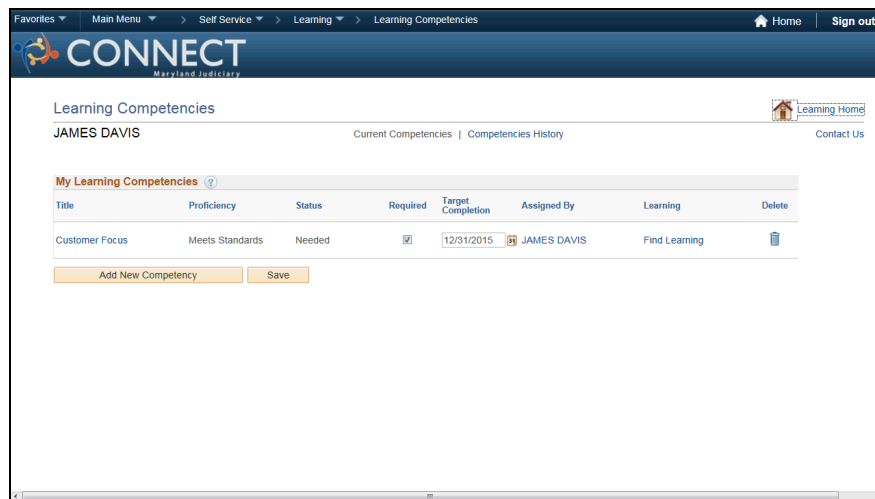
The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. A link for 'Set Trace Flags' is located below the button.


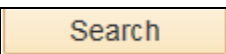

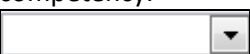
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	




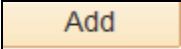
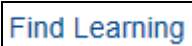
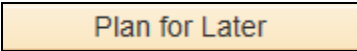


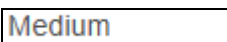



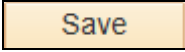
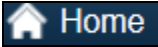
The dashboard shows the CONNECT logo and 'Maryland Judiciary' text. The top navigation bar includes 'Favorites', 'Main Menu', 'Home', and 'Sign out'. Below the navigation bar, there are links for 'Personalize Content | Layout' and a 'Help' icon.

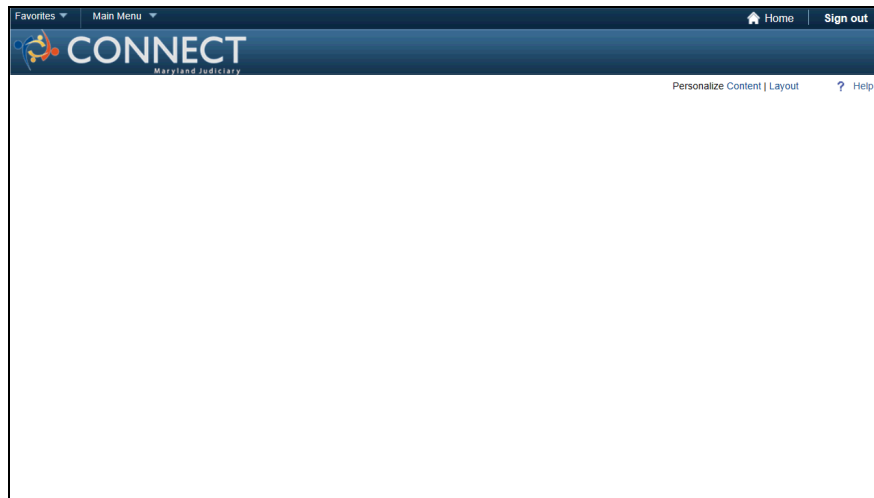
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the Learning Competencies menu.	
10.	Notice James only has one competency assigned to his profile; Customer Focus.	




Step	Action	Notes
11.	Click the Add New Competency button to assign a second competency. 	
12.	Click in the Competency field.	
13.	Enter " customer service " into the Competency field.	
14.	Click the Search button. 	
15.	Click the Select checkbox next to Customer Service. 	
16.	Click the Proficiency drop-down list for the Customer Service competency. 	

Step	Action	Notes
17.	Click the Meets Standards list item. 	
18.	Click in the Target Completion Date field. 	
19.	Enter " 12/31/2015 " into the Target Completion Date field.	
20.	Click the Required box next to the Target Completion Date. 	
21.	Click the Add button. 	
22.	Notice the competency "Customer Service" has been added to James' competency profile.	
23.	Click the Find Learning link for the Customer Service competency. 	
24.	When you click "Find Learning" from a specific competency, CONNECT will ONLY display courses or programs that are mapped to the selected competency. In this example, Customer Service for Court Professionals is the only item in the catalog that satisfies the Customer Service competency.	
25.	Notice you have the option to add this course to your learning plan or to enroll into the class. For this example, you will add the course "Customer Service for Court Professionals" to your learning plan.	
26.	Click the Plan for Later button. 	
27.	Click in the Target Completion field. 	
28.	Enter " 12/31/2015 " into the Target Completion field.	
29.	Click the Priority drop-down list. 	
30.	Click the Medium list item. 	

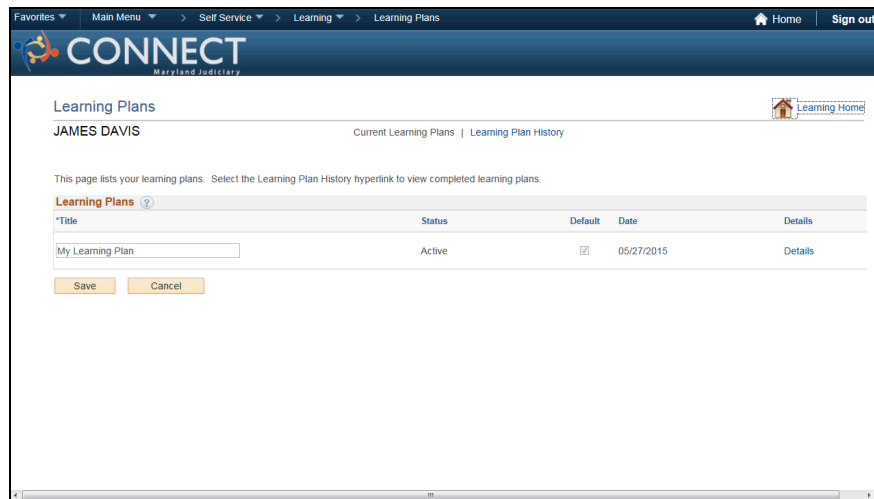
Step	Action	Notes
31.	Click the Required box. 	
32.	Click the Save button. 	
33.	Notice the message indicating "Customer Service for Court Professionals" has been added to your plan.	
34.	Click the Home link. 	


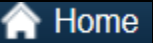


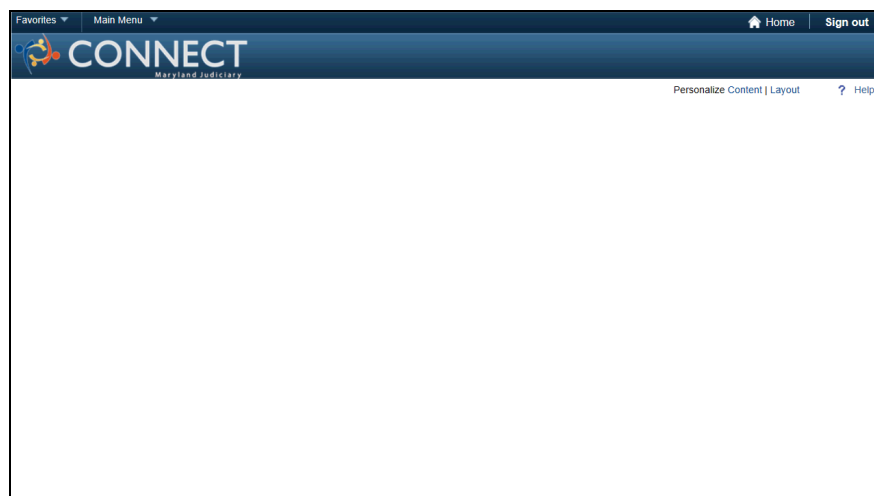
Step	Action	Notes
35.	Click the Main Menu button. 	
36.	Click the Self Service menu.	
37.	Click the Learning menu.	
38.	Click the Learning Plans menu.	

TRAINING GUIDE

CONNECT Employee Self Service



Step	Action	Notes
39.	Click the Details link for "My Learning Plan". 	
40.	Notice the course "Customer Service for Court Professionals" has been added to your learning plan. After you complete the course, the competency will be met.	
41.	Click the Home link. 	



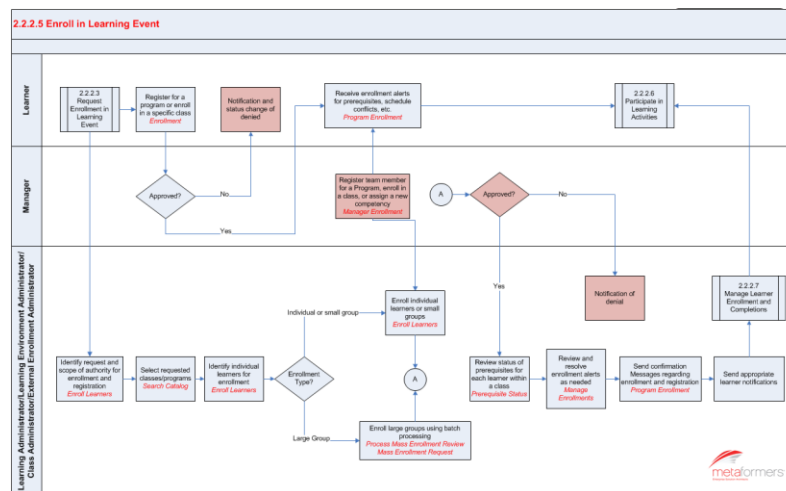
Step	Action	Notes
42.	Click the Sign out link. 	

Step	Action	Notes
43.	You have completed the topic "Adding a Learning Competency, Finding Associated Course, and Adding to Plan". End of Procedure.	

Enrolling into Learning Activities

Before you can attend a course or complete a program, you must enroll in the activity or register for the program. The term enrollment is used for courses and the term registration is used for programs. This distinction is important. Courses require that you only enroll into a course whereas programs require you to register for the program first then enroll into the courses that define the program.

CONNECT allows you to self-enroll and register into learning events, managers to enroll and register their team members into learning events, or learning administrators to enroll and register anyone into learning events. It is important to note that all enrollment requests require approval from your manager before you can attend the learning event.

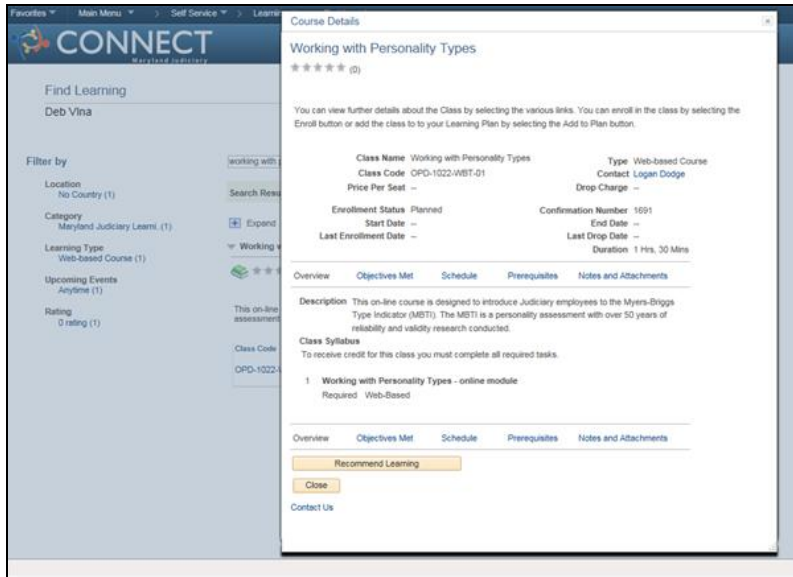


Searching the Learning Catalog & Enrolling in a Class

Search the catalog for available courses and enroll into a class.

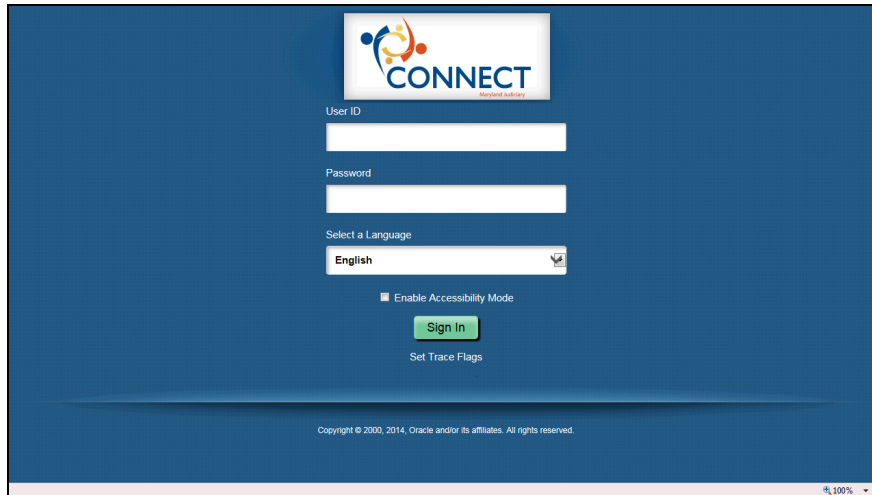
TRAINING GUIDE


CONNECT Employee Self Service

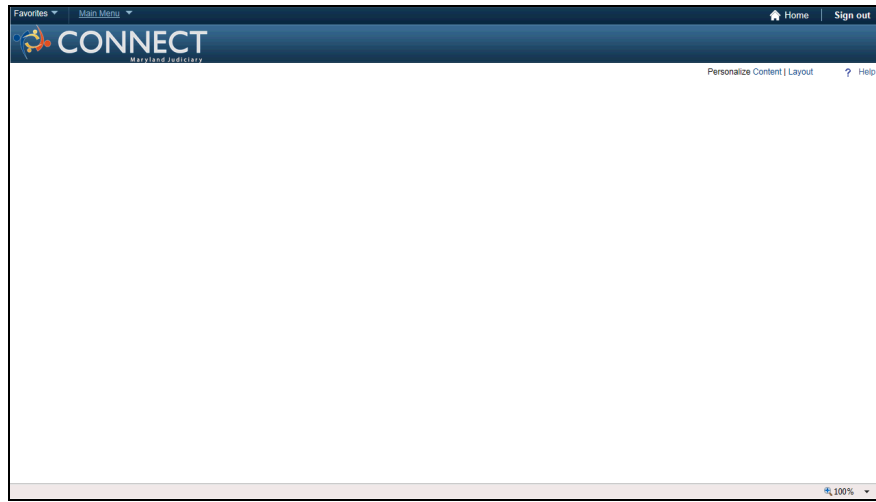






Procedure

In this topic, you will search for courses in the learning catalog and enroll into a class.



Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



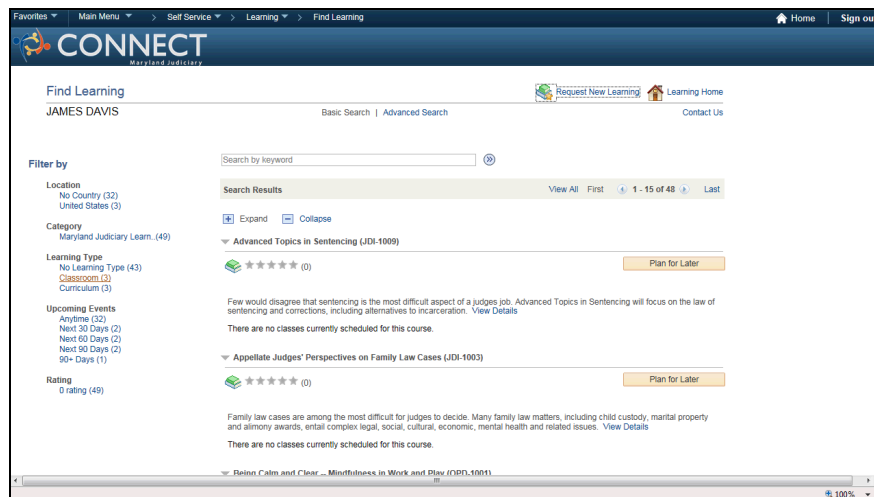
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning menu. 	
9.	Click the Find Learning menu. 	
10.	<p>The learning catalog consists of courses, classes, and programs. A course represents a specific topic of study. A class is an offering of a course. A program represents a significant learning goal that can be achieved by completing multiple classes.</p> <p>By default, the Find Learning page displays the first 15 courses/programs you have access to view.</p> <p>To view additional items, you can click the right arrow or the "View All" link.</p> <p>In this example, you have access to a total of 48 courses and programs.</p>	
11.	To narrow your search results, you can apply a filter or perform a keyword search.	



TRAINING GUIDE


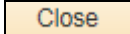
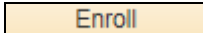
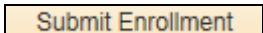
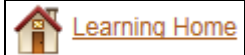
CONNECT Employee Self Service



Step	Action	Notes
12.	Filters are displayed on the left side of the page indicating the number of class offerings available within each filter.	

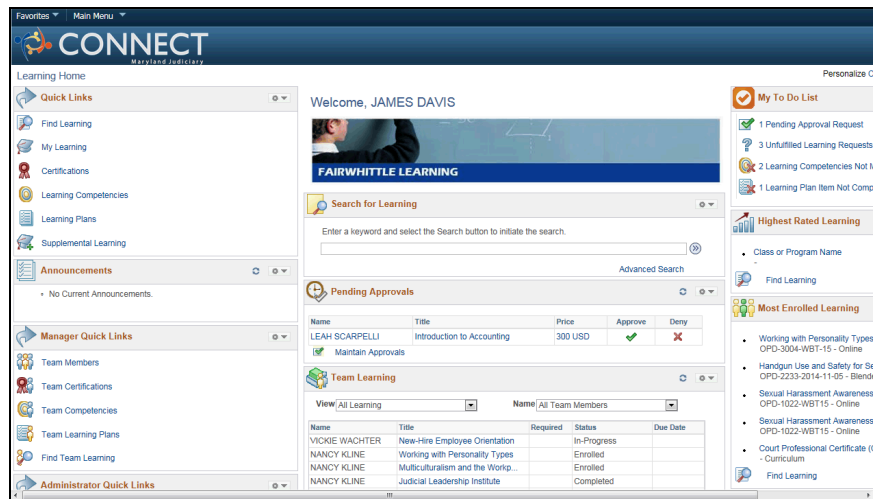


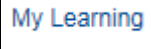
Step	Action	Notes
13.	Click the Classroom (3) link to view courses with the learning type of classroom. 	
14.	2 courses containing 3 classes are displayed after applying the filter. Note: The third class is not visible in this screen.	
15.	To search by keyword, click in the Search by keyword field.	
16.	Enter " being calm " into the Search field.	
17.	Click the Search button. 	
18.	Note: Only courses containing the keywords "being calm" are displayed.	
19.	Available classes are listed below the course title. The class details include Class Code, Type, Duration, Start Date, and Location. Some courses may have multiple class offerings.	

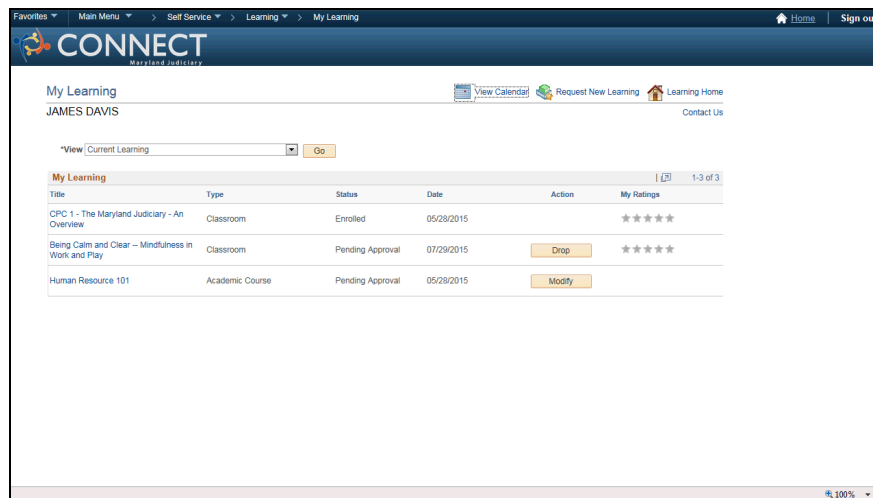
Step	Action	Notes
20.	<p>To view the class details, click the class code link.</p> <p>For this example, click the OPD-1001-2015-08-27 link.</p> 	
21.	Click the Vertical Scrollbar to scroll down the page and view all class details.	
22.	<p>Click the Close button.</p> 	
23.	<p>For this example, click the Enroll button for the 08/27/2015 class.</p> 	
24.	<p>Notice the Available Seats and Available Waitlist.</p> <p>Available Seats indicates the number of open spots for this class.</p> <p>Available Waitlist indicates the number of students who can be placed on a waitlist if there are no available seats.</p> <p>In this example, you will not be waitlisted since there are 10 available seats.</p>	
25.	<p>Click the Submit Enrollment button.</p> 	
26.	<p>Notice the message indicating the enrollment requires approval.</p> <p>Note: All enrollments will require a manager's approval.</p>	
27.	<p>Click the Learning Home link.</p> 	

TRAINING GUIDE

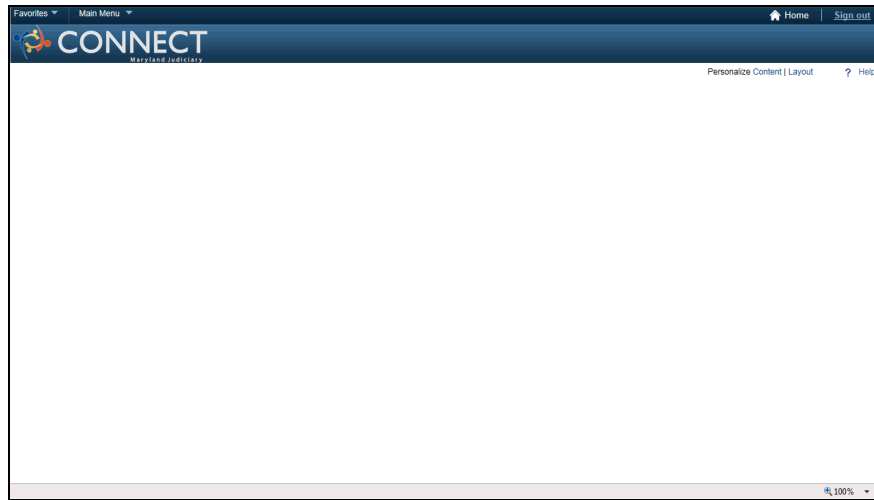
CONNECT Employee Self Service



Step	Action	Notes
28.	Click the My Learning link to see your personal learning activities. 	
29.	My Learning displays all of your learning activities. Notice the status of "Pending Approval" for Being Calm and Clear.	



Step	Action	Notes
30.	Click the Home link. 	



Step	Action	Notes
31.	Click the Sign out link. Sign out	
32.	You have completed the topic "Searching the Learning Catalog & Enrolling in a Class". End of Procedure.	

Searching the Learning Catalog & Registering for a Curriculum Program

A curriculum program guides you, as a learner, along a specific learning path over an unrestricted period of time to fulfill one or more objectives. Because a curriculum has no built-in time frame for completion, the learning is self-paced. The record of completion for a curriculum does not expire, therefore, you only need to complete the curriculum once.

The curriculum in this example requires you to complete 4 courses to successfully complete the curriculum.

TRAINING GUIDE

CONNECT Employee Self Service



Name: Court Professional
Certificate (CPC) CU
Effective Date: 01/01/2000
Curriculum Code: OPD-CPC-CURR
Version:

Save Create New Clone Delete Previous Next Return To Search Page

Section Completion Rules

Section Details View All First 1 of 1 Last

*Section Name: CPC Courses
Instructions: A class for each of the four courses must be completed to receive the CPC.
180 characters remaining

*Section Order: 1
Number to Complete: 4

Order	Required	*Course	Allow Waiver	Historical Credit	Credit Period	Allow Equivalent
1	<input checked="" type="checkbox"/>	CPC 1 - The Maryland Judiciary - An Overview	<input type="checkbox"/>	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	CPC 2 - The Nuts and Bolts of the Circuit and Dist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	CPC 3 - Ethical Practice in the Workplace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	CPC 4 - Personnel Policies and Rules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>

+ Add Course

Procedure

In this topic, you will search the learning catalog for a curriculum program and register for the program.

CONNECT
Maryland Judiciary

User ID
[Text Field]

Password
[Text Field]

Select a Language
English

☐ Enable Accessibility Mode

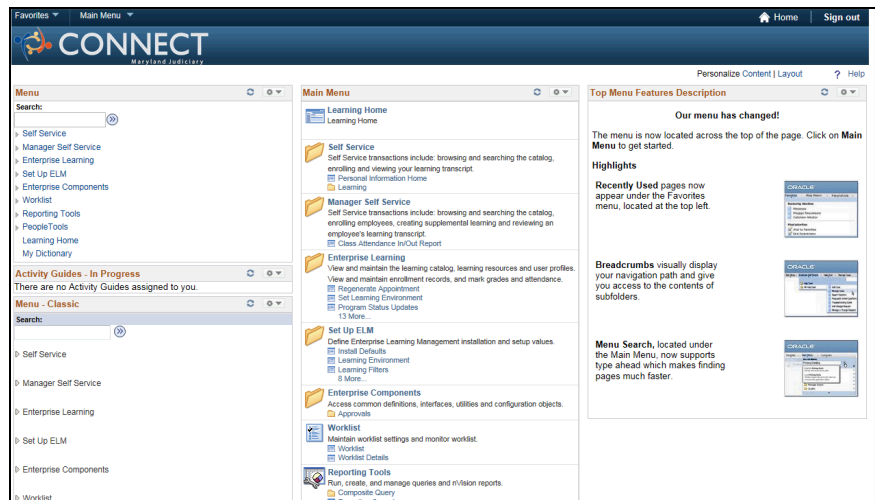
Sign In

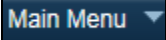
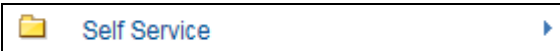

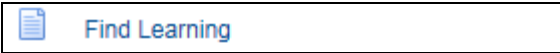
Set Trace Flags

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Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " kelly.williamson " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	

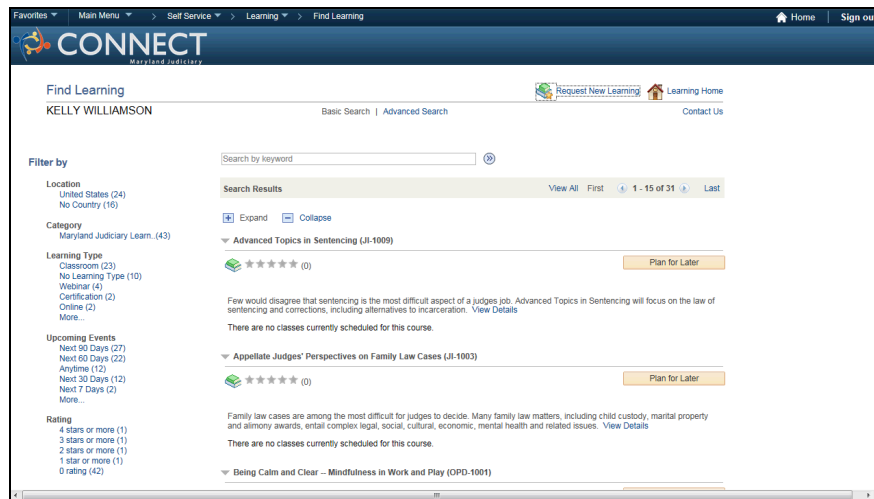
Step	Action	Notes
5.	Click the Sign In button. 	




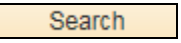
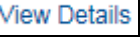

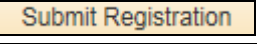
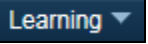


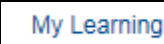
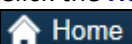
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning menu. 	
9.	Click the Find Learning menu. 	
10.	<p>You can search for the desired curriculum utilizing any of the following methods:</p> <ul style="list-style-type: none"> • Filtering the learning catalog using the learning type of "Curriculum" • Performing a keyword search • Using the Advanced Search function <p>In this example, use the advanced search function.</p>	

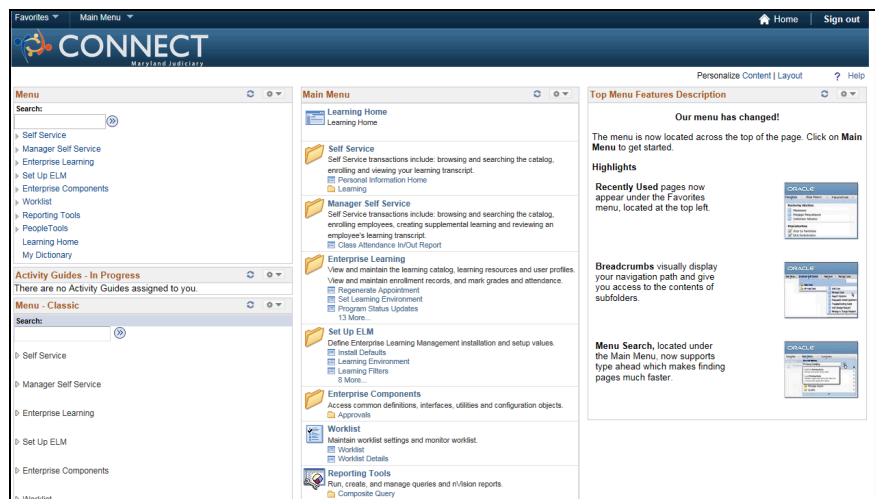
TRAINING GUIDE

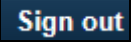
CONNECT Employee Self Service



Step	Action	Notes
11.	Click the Advanced Search link. 	
12.	Click the Learning Type drop-down list. 	
13.	Click the Curriculum list item. 	
14.	Click the Search button. 	
15.	Notice the search results displays 1 curriculum.	
16.	Click the View Details link. 	
17.	Click the Vertical scrollbar to move down the page.	
18.	Review the course requirements associated with this curriculum.	
19.	Click the Register button. 	
20.	Click the Submit Registration button. 	
21.	Notice the status of Pending Approval. Note: All program registrations require a manager's approval.	
22.	Click the Learning button. 	

Step	Action	Notes
23.	Click the My Learning menu. 	
24.	Notice Court Professional Certificate is displayed on the My Learning page with a status of Pending Approval.	
25.	Click the Home link. 	



Step	Action	Notes
26.	Click the Sign out link. 	
27.	You have completed the topic "Searching the Learning Catalog & Registering for a Curriculum Program". End of Procedure.	

Enrolling in a Class from the Curriculum Progress Page

A curriculum program guides you, as a learner, along a specific learning path over an unrestricted period of time to fulfill one or more objectives. Because a curriculum has no built-in time frame for completion, the learning is self-paced. The record of completion for a curriculum does not expire, therefore, you only need to complete the curriculum once.

Once registered for the program, the Curriculum Progress page displays all the courses that define the program in addition to your enrollment and completion status for each of the courses. As you view these courses, you can enroll into the classes simply by clicking the "Enroll" button for the desired class.

TRAINING GUIDE

CONNECT Employee Self Service



[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Learning](#) > [My Learning](#)
[Home](#) [Sign out](#)

All Search [Advanced Search](#)

Court Supervisor-Manager Certificate Program (CSMC)
 ★★★★★ (0) [Recommend Learning](#) [Drop Registration](#)

This program is designed to include all the courses required to obtain the Court Supervisor-Manager Certificate (CSMC)

Current Status: Registered Registration Date: 08/18/2015
 Confirmation: 6536

Program Sections
[Expand All](#) [Collapse All](#)

▼ CSMC Program Courses Not Started
 0 out of 6 needed classes have been completed for this section.
 CSMC Courses 9 through 12 do not have to be completed in any specific order. A participant must complete 9 - 12 before completing the Review Day and Graduation.
 To complete this section complete all classes.

▼ CSMC 9 - Legal Research Required Not Enrolled [Plan for Later](#)

Class Code	Type	Start Date	Price		
CS/MC 9 - Legal Research 08-31	Classroom	08/31/2015	--	Enroll	Plan for Later

Procedure

In this topic, you will enroll into a class from a curriculum program that you are registered for.

User ID

Password

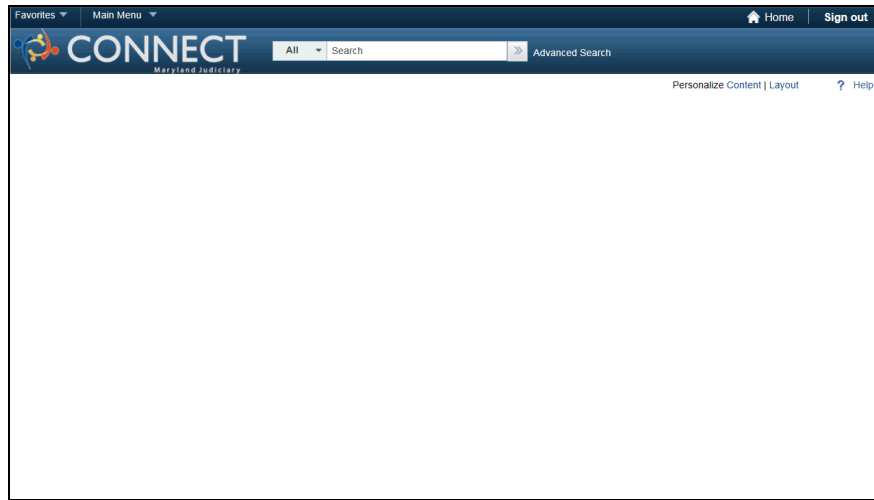
Select a Language
 English


☐ Enable Accessibility Mode

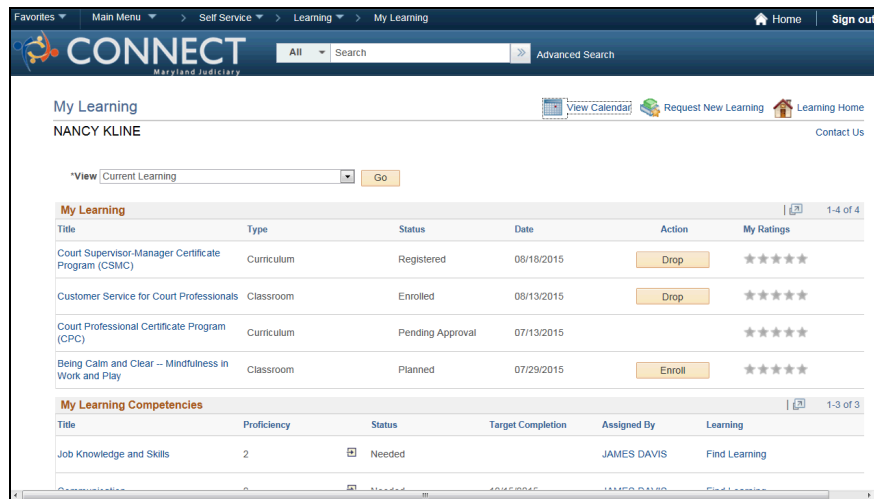
[Sign In](#)

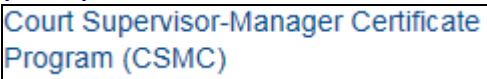

[Set Trace Flags](#)

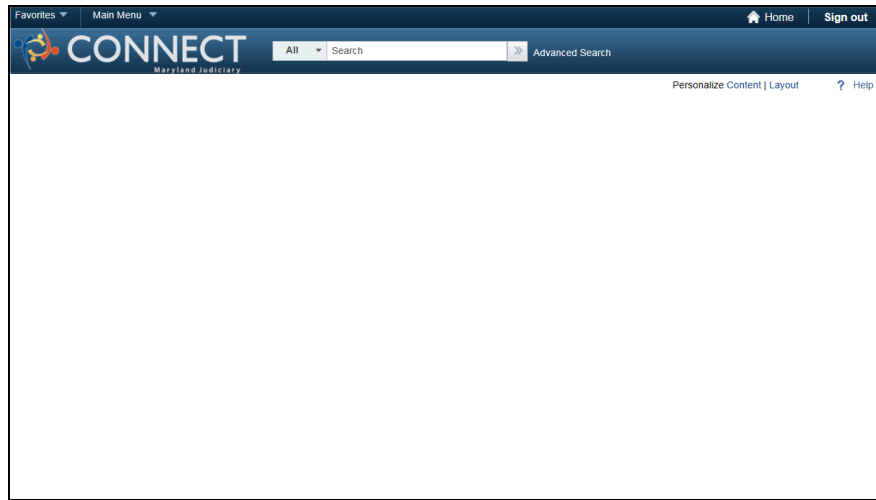
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " nancy.kline " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the My Learning menu.	
10.	<p>In order to enroll into a class from the curriculum program, you must first be registered for the program.</p> <p>This means you will have submitted the program registration request and your manager will have approved it.</p> <p>Notice in this example, the curriculum status is "Registered" meaning it has already been approved by the manager.</p>	



Step	Action	Notes
11.	Click the Court Supervisor-Manager Certificate Program (CSMC) link to access the Curriculum Progress page. 	
12.	The Curriculum Progress page displays all the courses that define the program and your enrollment status for each of the courses.	
13.	Click the Vertical scrollbar to move down the page.	
14.	In this example, you are not currently enrolled into the CS/MC 9 - Legal Research course which is the first course in the program.	
15.	Click the Enroll button for the CS/MC 9 - Legal Research 08-31 class. 	
16.	Click the Submit Enrollment button. 	
17.	Notice the message indicating the enrollment requires approval from your manager.	
18.	Click the My Learning menu. 	
19.	The CS/MC 9 - Legal Research course is displayed on your My Learning page with a status of "Pending Approval".	
20.	Click the Home link. 	




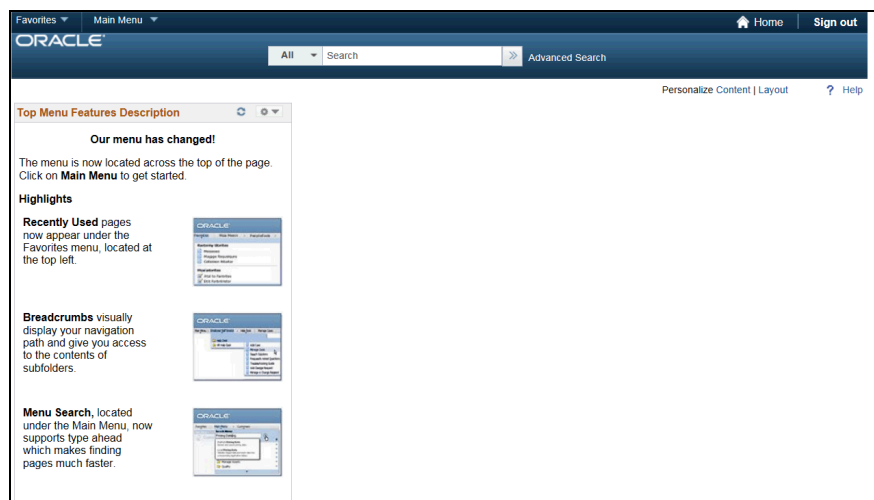
Step	Action	Notes
21.	Click the Sign out link. Sign out	
22.	You have completed the topic "Enrolling in a Class from the Curriculum Progress Page". End of Procedure.	


Monitoring Certification Status & Registering for a Recertification Program

Procedure

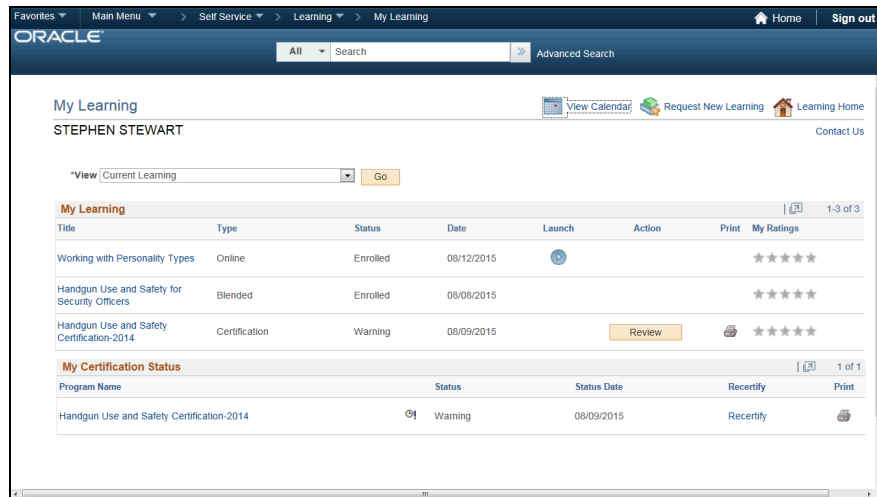



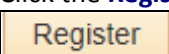
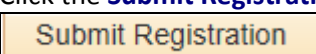
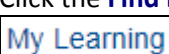
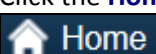
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " stephen.stewart " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

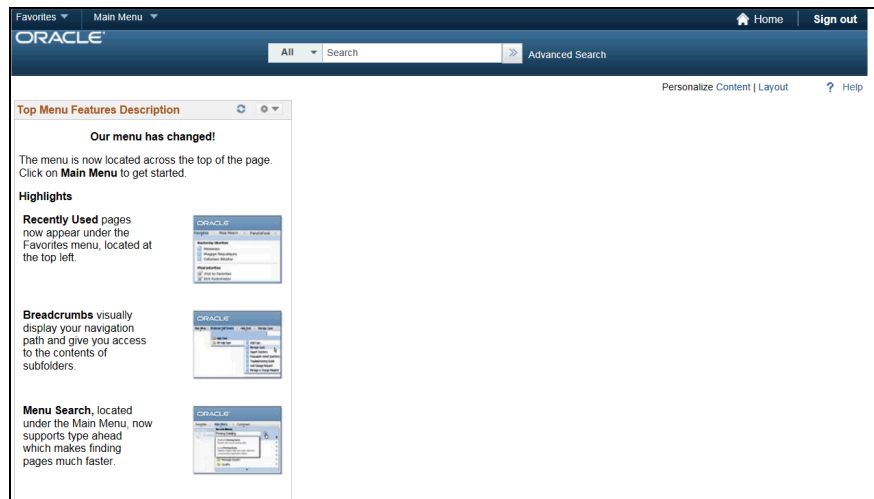


Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the My Learning menu.	
10.	The status of the certification program is listed under My Certification Status . Click the Program Name link to access the program page where you can review detailed information about what is required to complete the program.	
11.	The Status column displays the current status for the program. In this example, the program is in Warning status.	

Step	Action	Notes
12.	The Status Date column lists the date on which the current status took effect.	



Step	Action	Notes
13.	Click the Recertify link. 	
14.	Click the Register button. 	
15.	Click the Submit Registration button. 	
16.	Click the Find Learning link. 	
17.	Notice you are now registered for Handgun Use and Safety Certification-2015.	
18.	Click the Home link. 	

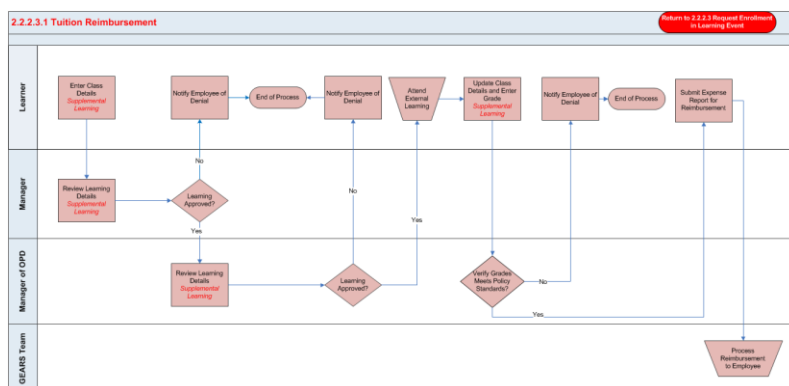


Step	Action	Notes
19.	Click the Sign out link. Sign out	
20.	You have completed the topic "Monitoring Certification Status & Registering for a Recertification Program". End of Procedure.	

Managing Supplemental Learning

Supplemental learning is any learning event that occurs outside of the CONNECT learning catalog. As an employee, you are allotted \$2500 annually for supplemental learning. All supplemental learning requests require approval from your manager and the OPD Manager. Once you submit the learning request, the approval workflow will automatically route to your manager first, then the OPD Manager.

Once the learning has been completed, you must update the initial learning request with a completion status and an official transcript of completion from the issuing institution. This update will be routed to the OPD Manager for final approval. Once approved by the OPD Manager, you can submit an expense form to receive the tuition reimbursement.



Submitting a Supplemental Learning Tuition Reimbursement Request

Supplemental learning consists of learning opportunities outside of the CONNECT catalog. This type of learning includes but is not limited to seminars, conferences, academic courses, etc. Employees can request reimbursement for supplemental learning up to a maximum of \$2500 per calendar year.

Each supplemental learning event will be entered into CONNECT along with the price and the system will calculate your total balance remaining throughout the year.

Supplemental Learning
Return to Previous Page
Learning Home

JAMES DAVIS
General Attributes

This template will only be used for external learning that is reimbursable. The learner should complete the course, enter their final grade, and attach a grade transcript prior to the OPD Manager giving final approval.

Supplemental Learning Details

*Title Advanced Excel

*Description Advanced formulas and pivot tables.

219 characters remaining

*Status Submit For Approval

Type External Reimbursed Learning

*Start Date 08/31/2015

*End Date 08/31/2015

*Institution Skillsoft

*Price 175.00

Education Units 1.00

Approval Detail

*Employee ID 13546

*Complete: Yes/No No

Grade

Remaining Cap 2325

Add Attachment

View Attachment

Procedure

In this topic, you will submit a tuition reimbursed supplemental learning request.



User ID

Password

Select a Language

English

☐ Enable Accessibility Mode


Sign In

Set Trace Flags


TRAINING GUIDE

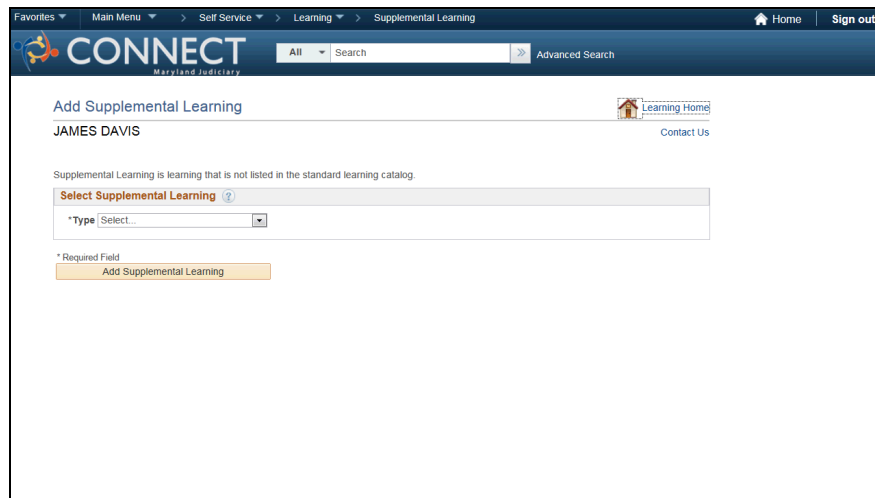
CONNECT Employee Self Service



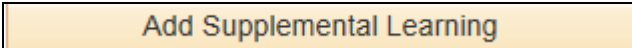

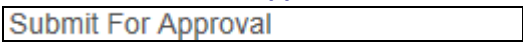






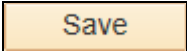
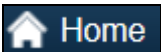
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the Supplemental Learning menu.	



Step	Action	Notes
10.	Click the Type drop-down list. 	
11.	Click the External Reimbursed Learning list item. 	
12.	Click the Add Supplemental Learning button. 	
13.	Click in the Title field.	
14.	Enter " Advanced Excel " into the Title field.	
15.	Click in the Description field.	
16.	In this training example, the description (Advanced formulas and pivot tables.) was entered for you.	
17.	Click the Status drop-down list. 	
18.	Click the Submit For Approval list item. 	
19.	Click in the Start Date field. 	
20.	Press [Backspace] .	
21.	Enter " 08/31/15 " into the Start Date field.	
22.	Click in the End Date field. 	
23.	Press [Backspace] .	

Step	Action	Notes
24.	Enter " 08/31/15 " into the End Date field.	
25.	Click in the Institution field. 	
26.	Enter " Skillsoft " into the Institution field.	
27.	Click the Vertical scrollbar to move down the page.	
28.	<p>Note: Every employee is allotted \$2500 annually for tuition reimbursement.</p> <p>The Remaining Cap displays your total reimbursement balance remaining for the calendar year. The Remaining Cap balance will be updated each time you submit a supplemental learning request.</p>	
29.	Click in the Price field. 	
30.	Enter the total cost of the course into the Price field. Enter " 175 " into the Price field.	
31.	Notice the Remaining Cap balance reflects a deduction of \$175. The total went from 2500 to 2325 once the price was entered.	
32.	Enter " 1 " into the Education Units field.	
33.	Enter " 13546 " into the Employee ID field.	
34.	Enter " No " into the Complete: Yes/No field.	
35.	Click the Save button. 	
36.	<p>Notice the message indicating the supplemental learning, Advanced Excel, has a status of Pending Approval.</p> <p>All initial approval requests will be routed to your manager. Once approved by your manager, the request will then automatically be routed to the OPD Manager for final approval.</p> <p>As the requestor, you will be notified by email if your supplemental learning request was approved or denied. Receiving an "Approved" notification from the OPD Manager is your indication to complete the learning event.</p>	
37.	Click the Home link. 	



Step	Action	Notes
38.	Click the Sign out link.	
39.	You have completed the topic "Submitting a Supplemental Learning Tuition Reimbursement Request". End of Procedure.	

Updating a Completed Supplemental Learning Reimbursement Request

Supplemental learning consists of learning opportunities outside of the CONNECT catalog. This type of learning includes but is not limited to seminars, conferences, academic courses, etc.

Once you have completed the supplemental learning, you can update your record in CONNECT to reflect the completion status, grade, and to upload a certificate of completion. Upon submitting the completed supplemental learning request, the OPD Manager will review the attachment and confirm the completion and grade for this request.

TRAINING GUIDE

CONNECT Employee Self Service



Supplemental Learning [Return to Previous Page](#) [Learning Home](#)

JAMES DAVIS General Attributes

This template will only be used for external learning that is reimbursable. The learner should complete the course, enter their final grade, and attach a grade transcript prior to the OPD Manager giving final approval.

Supplemental Learning Details

*Title Advanced Excel

*Description Advanced formulas and pivot tables.

219 characters remaining

*Status Submit For Approval

Type External Reimbursed Learning

*Start Date 08/31/2015

*End Date 08/31/2015

*Institution Skillssoft

*Price 175.00

Education Units 1.00

Approval Detail

*Employee ID 13546

*Complete: Yes/No Yes

Grade Complete

Remaining Cap 2325

Add Attachment

View Attachment

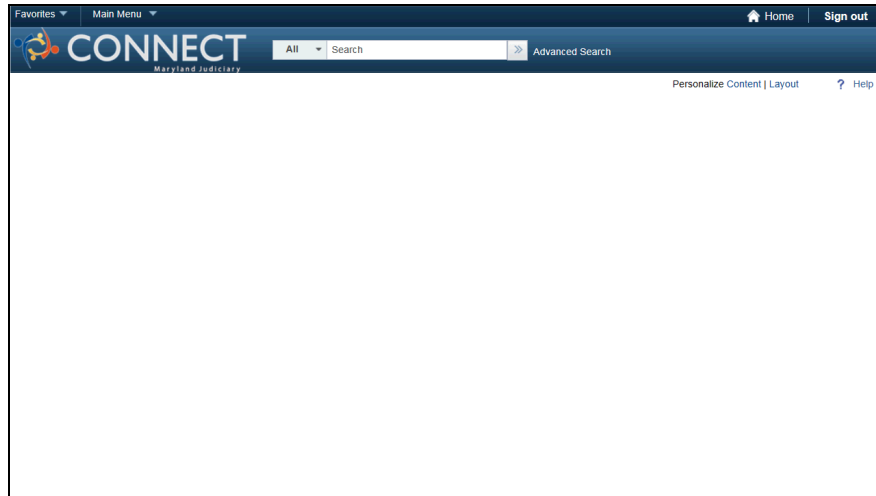
Procedure


In this topic, you will update a supplemental learning request with completion data after you attended the learning event.

The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. At the bottom, there is a link for 'Set Trace Flags'.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	

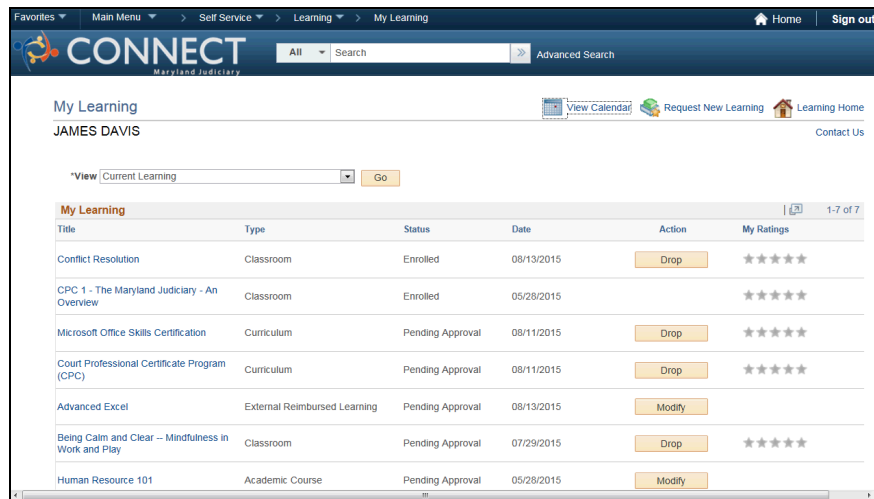
Step	Action	Notes
5.	Click the Sign In button. 	

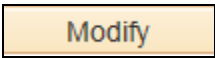



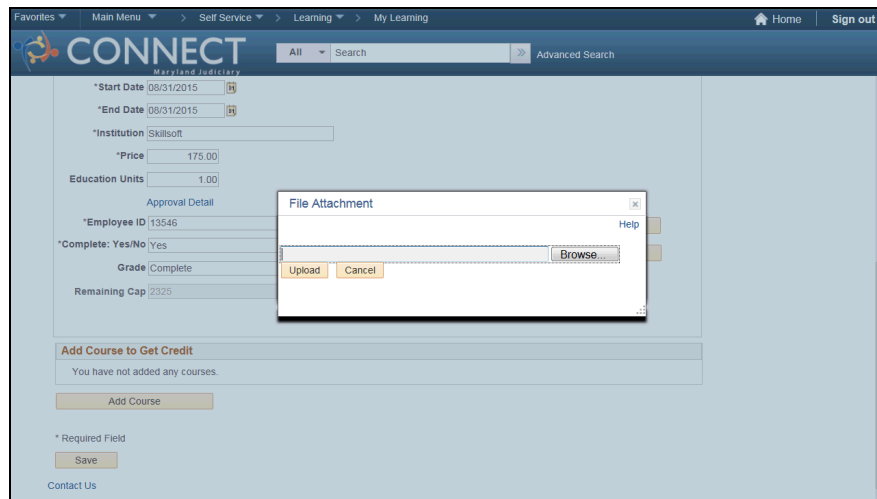
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the My Learning menu.	
10.	Use the My Learning page to locate the supplemental learning record that will be updated.	

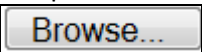
TRAINING GUIDE

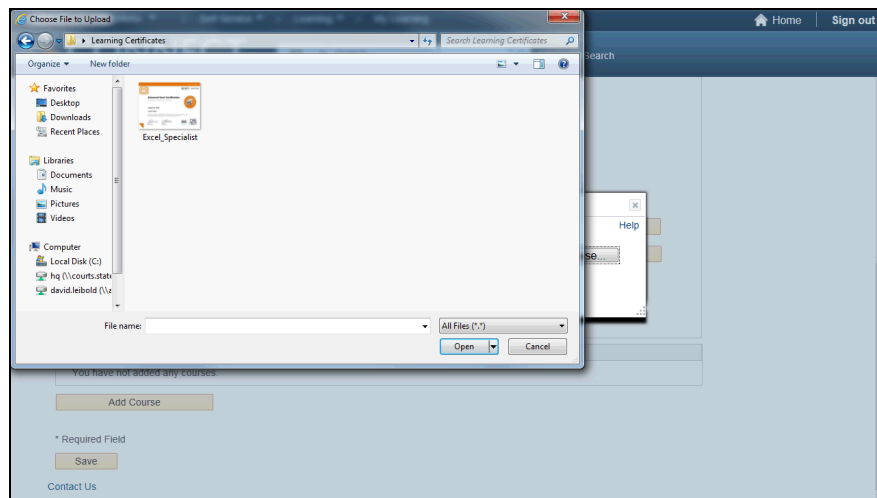
CONNECT Employee Self Service

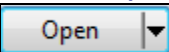


Step	Action	Notes
11.	Click the Modify button for the External Reimbursed Learning event "Advanced Excel". 	
12.	Click the Vertical scrollbar to move down the page.	
13.	Click in the Complete: Yes/No field.	
14.	Press [Backspace] .	
15.	Enter " Yes " into the Complete: Yes/No field.	
16.	Enter " Complete " into the Grade field.	
17.	Note: Depending on the type of external learning you completed, you might receive a letter grade (A, B, C) or simply a completion status. Enter the grade accordingly.	
18.	In order to be reimbursed, the OPD Manager must confirm that you completed the course and received a sufficient grade to meet organizational policy. You must attach a transcript from the issuing institution. Note: You will need an electronic copy of the transcript.	
19.	Click the Add Attachment button. 	



Step	Action	Notes
20.	Click the Browse button to locate the transcript on your computer. 	



Step	Action	Notes
21.	In this example, the electronic transcript was placed in a folder titled Learning Certificates. Click the Excel_Specialist object.	
22.	Click the Open button. 	

TRAINING GUIDE


CONNECT Employee Self Service




The screenshot shows the CONNECT Employee Self Service interface. A modal dialog box titled "File Attachment" is open, displaying the file path "C:\Users\david.leibold\Desktop\Learning Certificates\..." and a "Browse" button. The background interface includes fields for Start Date, End Date, Institution, Price, Education Units, Employee ID, and a section for "Add Course to Get Credit".

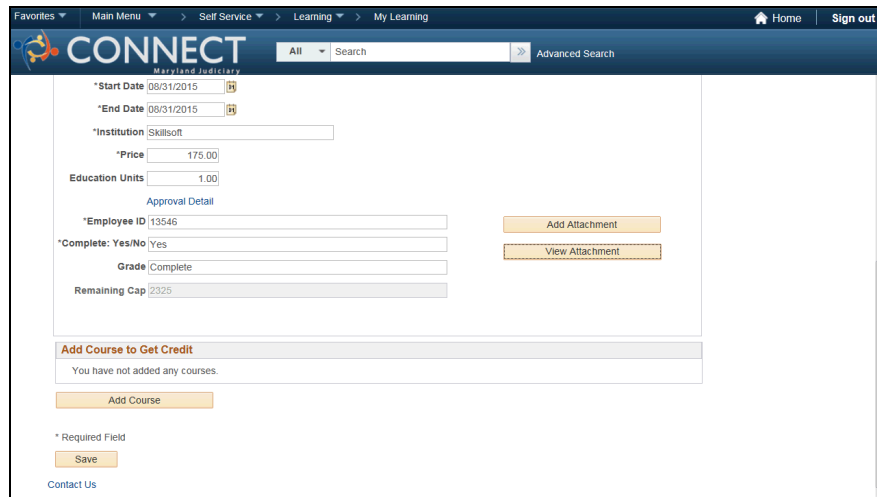
Step	Action	Notes
23.	Click the Upload button. 	

The screenshot shows the CONNECT Employee Self Service interface after the file upload. The "File Attachment" dialog box is no longer present. Instead, there are two buttons: "Add Attachment" and "View Attachment". The background interface remains the same, with fields for Start Date, End Date, Institution, Price, Education Units, Employee ID, and a section for "Add Course to Get Credit".

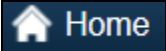
Step	Action	Notes
24.	Click the View Attachment button to confirm your transcript was uploaded successfully. 	
25.	Notice the attachment opened in a new tab at the top of the page. Quickly view the attachment to ensure it is the correct document for this learning record.	

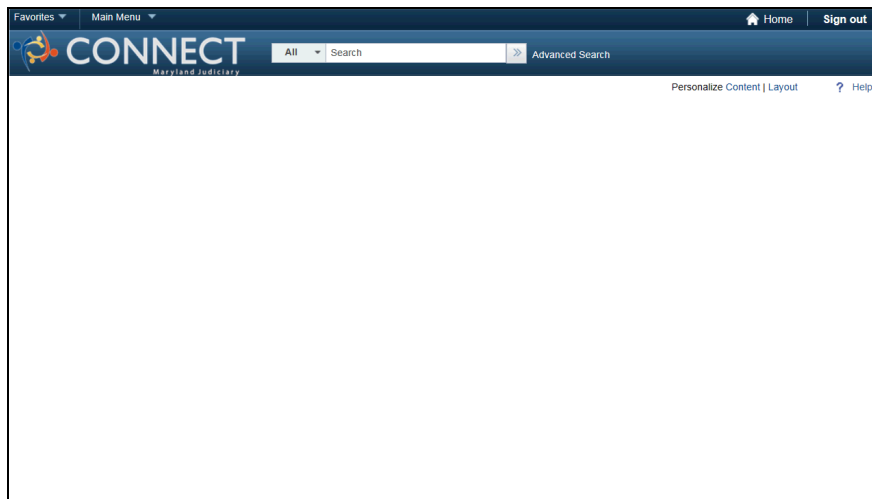



Step	Action	Notes
26.	<p>When you are finished, click the Close Tab (X) button to close the attachment.</p> <p>Be sure you are closing the correct tab for the attachment.</p> 	



Step	Action	Notes
27.	<p>Click the Save button.</p> 	

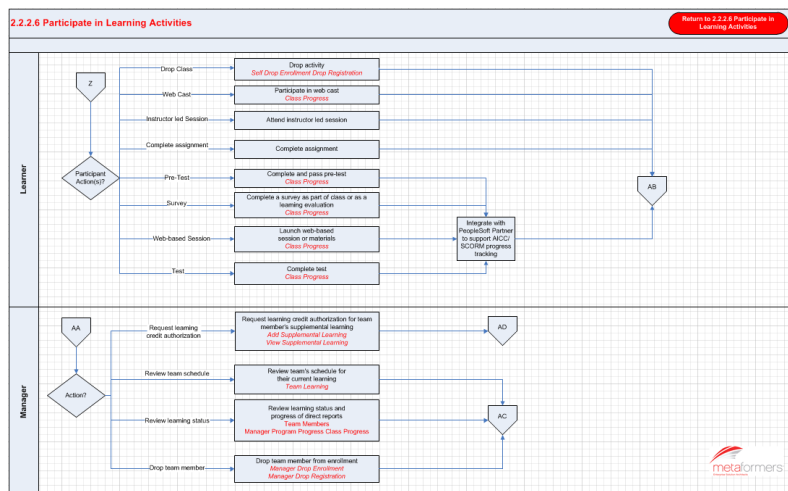
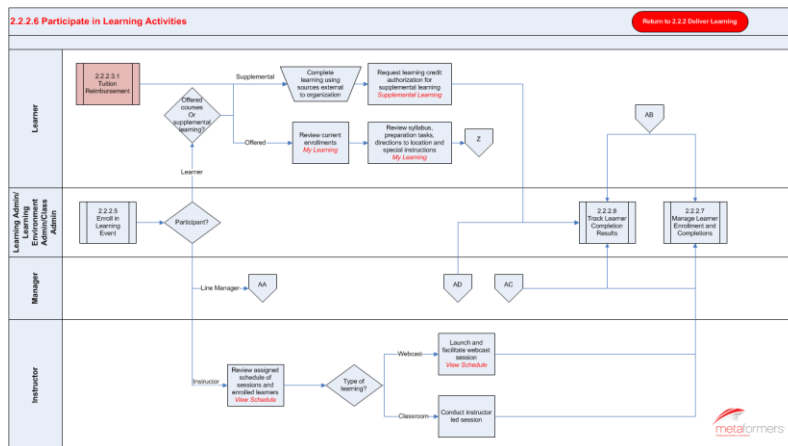
Step	Action	Notes
28.	<p>Notice the message indicating the status is Pending Approval.</p> <p>The OPD Manager will verify your course completion based on the attached documentation.</p> <p>Once approved by the OPD, you will receive a notification indicating the request was approved. At that point, you can submit an expense form to receive your reimbursement.</p>	
29.	<p>Click the Home link.</p> 	



Step	Action	Notes
30.	<p>Click the Sign out link.</p> 	
31.	<p>You have completed the topic "Updating a Completed Supplemental Learning Reimbursement Request".</p> <p>End of Procedure.</p>	

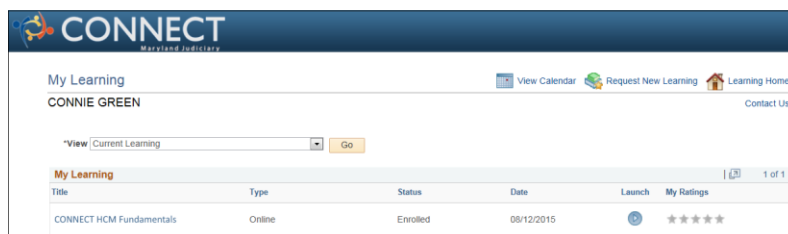
Participating in Learning Activities

Participate in your instructor-led or web-based learning events.



Accessing a Web-Based Course

Web-based courses are courses that can be completed online and can be launched directly from CONNECT.



Procedure


In this topic, you will navigate to your "My Learning" page and launch a web-based course.

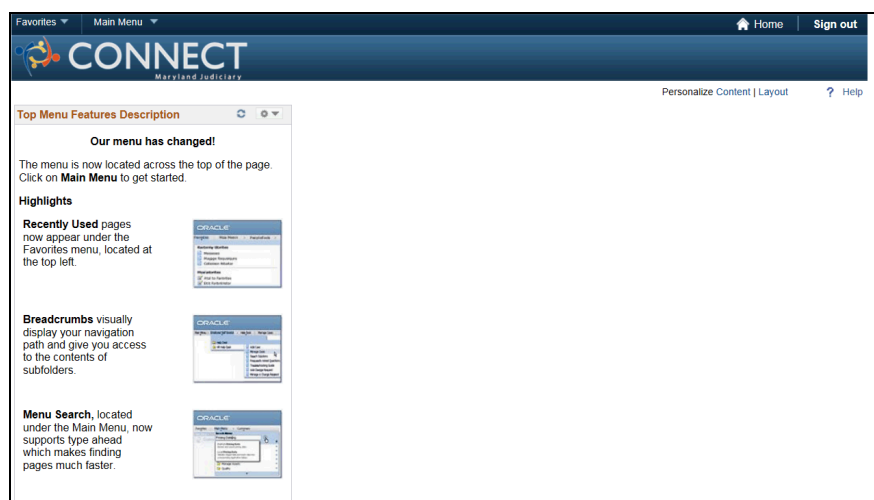
TRAINING GUIDE

CONNECT Employee Self Service



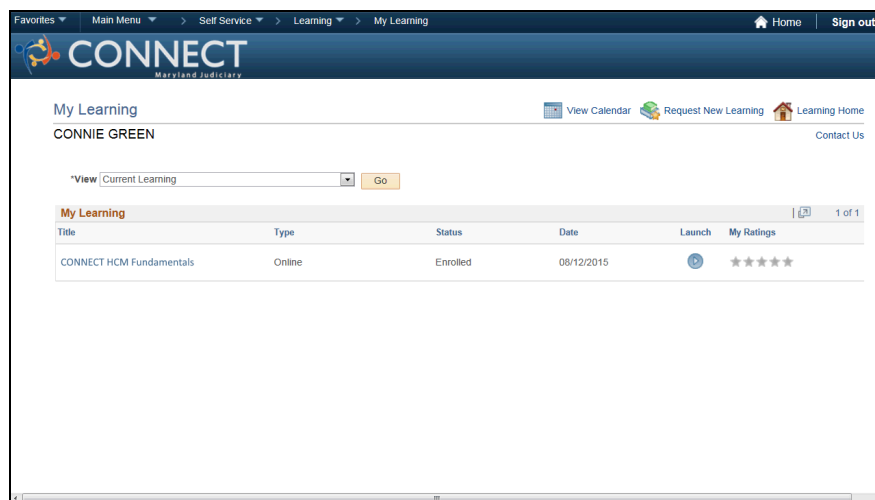
The login screen features the CONNECT Maryland Judiciary logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. A link for 'Set Trace Flags' is located at the bottom.


Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " connie.green " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



Step	Action	Notes
6.	Click the Main Menu button. 	

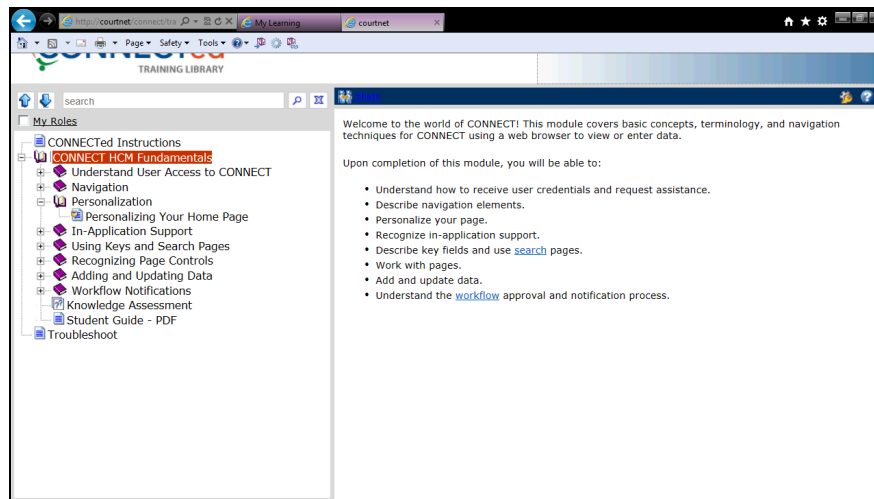
Step	Action	Notes
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the My Learning menu.	
10.	<p>Web-based courses are self-paced and can be launched directly from CONNECT.</p> <p>When you click the launch button, the course will likely open in a new window.</p>	




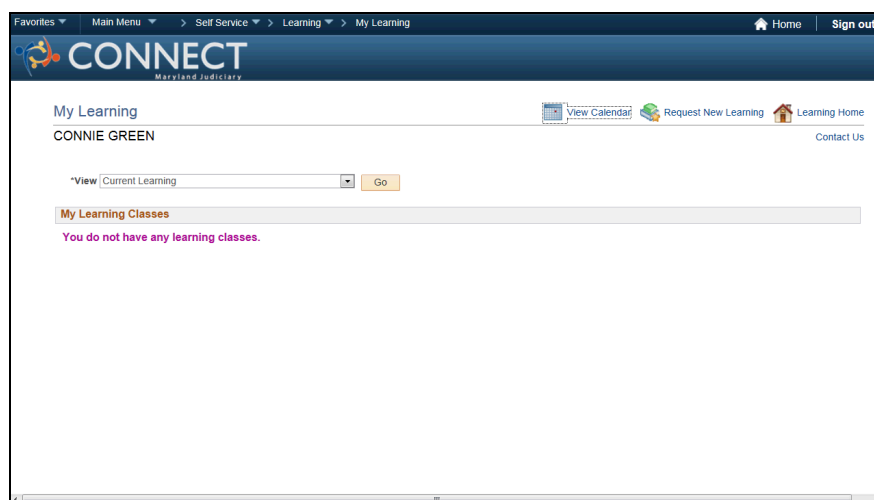
Step	Action	Notes
11.	<p>Click the Launch button for the CONNECT HCM Fundamentals course.</p> 	

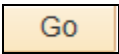
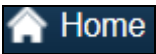
TRAINING GUIDE

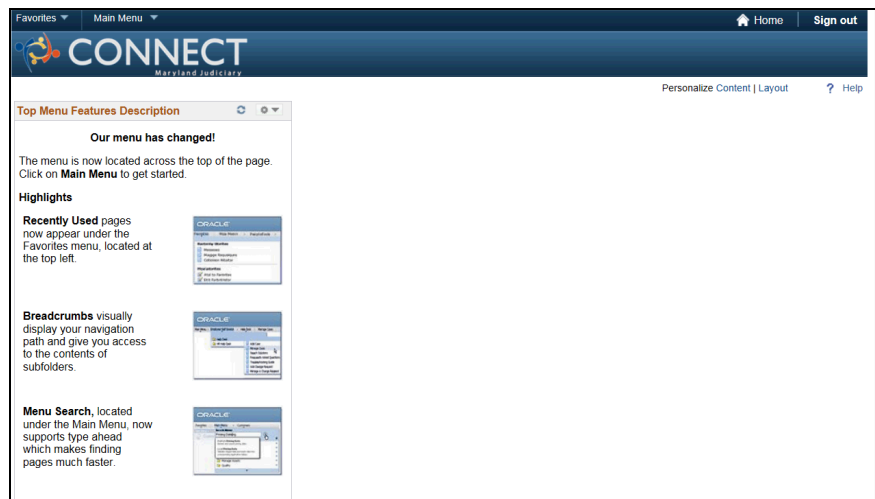
CONNECT Employee Self Service




Step	Action	Notes
12.	<p>Complete the online course as instructed.</p> <p>When you are finished, click the Close Tab button to close the online course.</p> 	
13.	<p>Notice the course CONNECT HCM Fundamentals is no longer displayed as part of your current learning.</p> <p>To view the status of the course, change the View to display Completed Learning.</p>	



Step	Action	Notes
14.	Click the View drop-down list.	
15.	Click the All Completed Learning list item.	
16.	Click the Go button. 	
17.	Notice the course CONNECT HCM Fundamentals is displayed under All Completed Learning with a status of Completed.	
18.	Click the Home link. 	



Step	Action	Notes
19.	Click the Sign out link. 	
20.	You have completed the topic "Accessing a Web-Based Course". End of Procedure.	

Viewing Your Course Details (Progress, Grades, Approvals, Schedule, etc.)

Once enrolled into a course, you can view your progress, class schedule, grade & attendance, notes & attachments, and approvals.

TRAINING GUIDE

CONNECT Employee Self Service



Class Details

Class Name Multiculturalism and the Workplace
Type Classroom

Class Code OPD-3001-2015-11-24
Contact NANCY KLINE

Price Per Seat --
Drop Charge --

Enrollment Status Enrolled
Confirmation Number 18897

Start Date 11/24/2015
End Date 11/24/2015

Last Enrollment Date 11/24/2015
Last Drop Date --

Duration 1 Hrs

Progress
Schedule
Grades and Attendance
Notes and Attachments
Payment Details
Approvals

Scheduled Sessions

Day	Date	Start Time	End Time	Time Zone	Instructor	Location
Tuesday *	11/24/2015	1:00PM	2:00PM	EST	JAMES SCREVEN	Annapolis, MD

* Required Sessions
Drop
Recommend Learning

To be able to add event to your calendar, set up your calendar in the Learning Preference page.

Procedure

In this topic, you will view the details for a course in which you are enrolled.

User ID


Password

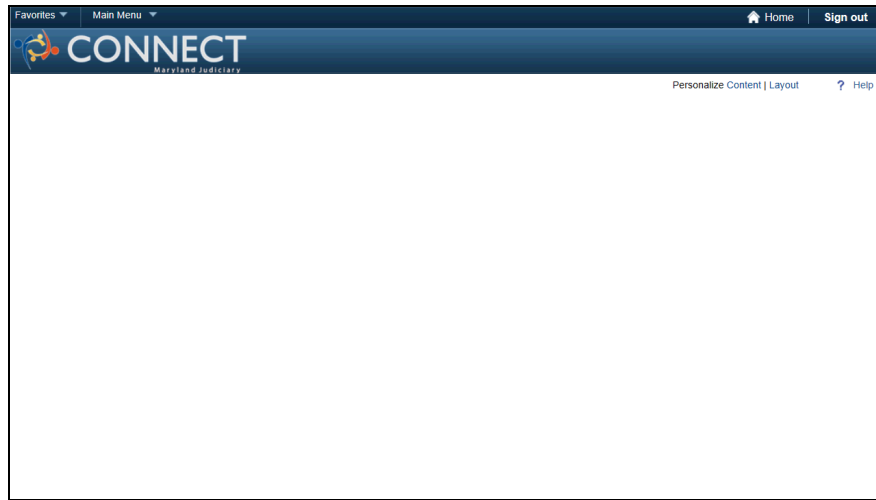
Select a Language
English

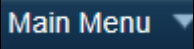

☐ Enable Accessibility Mode

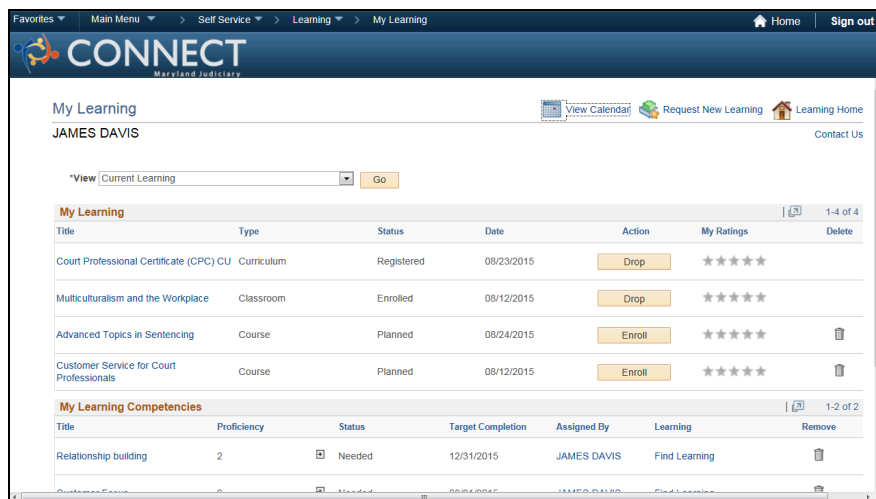
Sign In

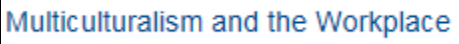
Set Trace Flags




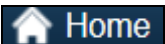
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

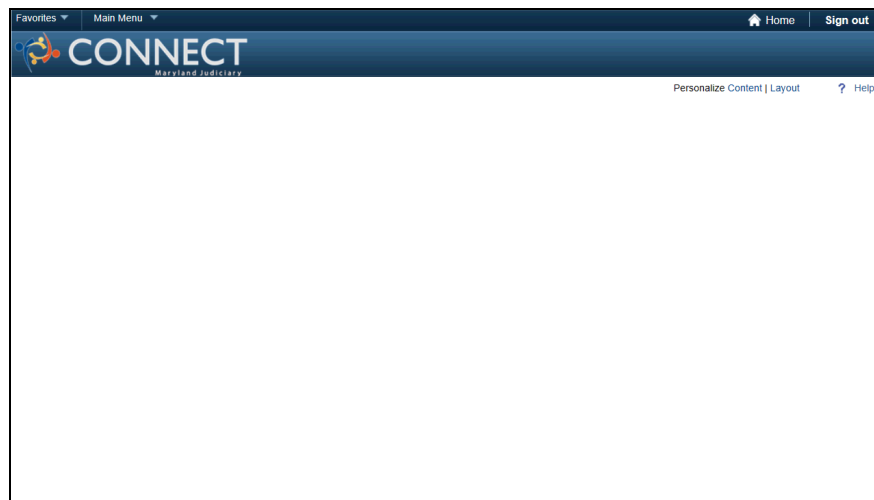


Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning menu.	
9.	Click the My Learning menu.	



Step	Action	Notes
10.	Click the Multiculturalism and the Workplace link. 	

Step	Action	Notes
11.	Click the Vertical scrollbar to move down the page.	
12.	Click the Schedule link. 	
13.	View the class and session details.	
14.	Click the Grades and Attendance link. 	
15.	An instructor or administrator will update your progress, attendance, and passing status as you attend the course. You can view these statuses at any time.	
16.	Click the Notes and Attachments link. 	
17.	Any notes or attachments added by the instructor or administrator will be displayed on this page. This class however, does not contain notes or attachments.	
18.	Click the Home link. 	



Step	Action	Notes
19.	Click the Sign out link. 	

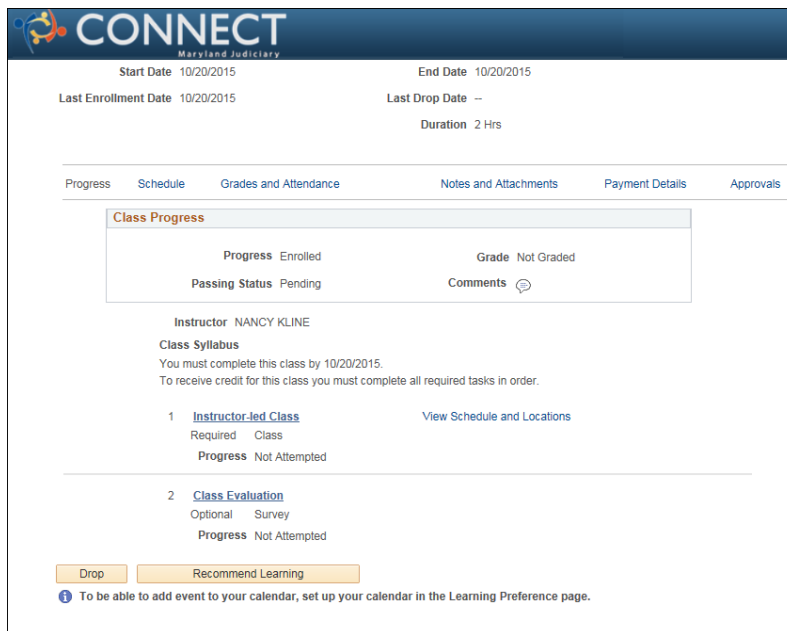
Step	Action	Notes
20.	You have completed the topic "Viewing You Course Details (Progress, Grades, Approvals, Schedule, etc.)". End of Procedure.	

Understanding and Completing Course Learning Components

Learning components are the building blocks of a course. CONNECT supports 6 basic types of learning components:

- Web-based
- Session
- Webcast
- Test
- Survey
- Assignment

Each course must have at least 1 learning component but could have more than one. In most cases, you will see courses that either have a class session, web-based component, or a survey used to evaluate the course.



CONNECT
Maryland Judiciary

Start Date 10/20/2015 End Date 10/20/2015
Last Enrollment Date 10/20/2015 Last Drop Date --
Duration 2 Hrs

Progress Schedule Grades and Attendance Notes and Attachments Payment Details Approvals

Class Progress

Progress	Enrolled	Grade	Not Graded
Passing Status	Pending	Comments	

Instructor NANCY KLINE

Class Syllabus
You must complete this class by 10/20/2015.
To receive credit for this class you must complete all required tasks in order.

- 1 [Instructor-led Class](#) [View Schedule and Locations](#)
Required Class
Progress Not Attempted
- 2 [Class Evaluation](#)
Optional Survey
Progress Not Attempted

[Drop](#) [Recommend Learning](#)

! To be able to add event to your calendar, set up your calendar in the Learning Preference page.

Procedure


In this topic, you will view a course's learning components.

TRAINING GUIDE

CONNECT Employee Self Service






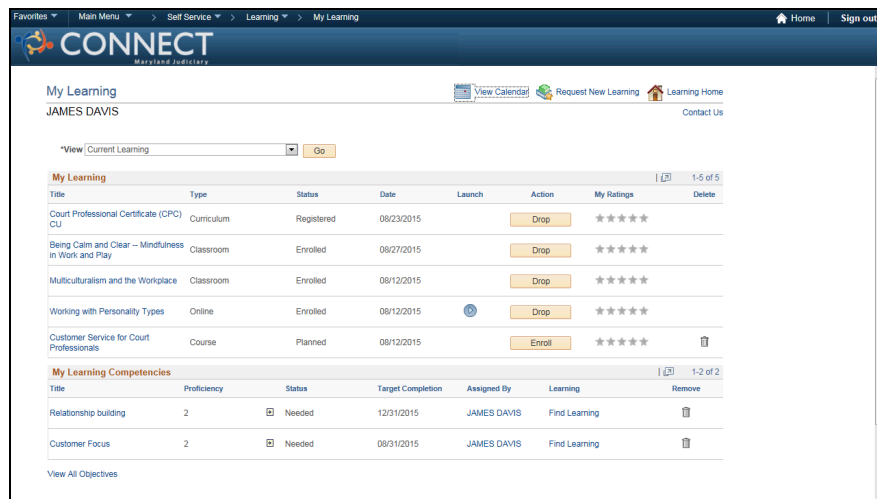
The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. A link for 'Set Trace Flags' is located below the button. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

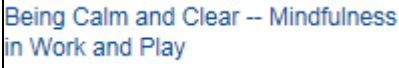
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	





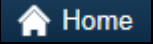
The main menu screen shows the CONNECT logo in the top left. A 'Main Menu' dropdown menu is open, showing a list of options. In the top right corner, there are links for 'Home' and 'Sign out'. Below the header, there is a section for 'Personalize Content | Layout' with a help icon.

Step	Action	Notes
6.	Click the Main Menu button. 	

Step	Action	Notes
7.	Click the Self Service menu. 	
8.	Click the Learning menu. 	
9.	Click the My Learning menu. 	



Step	Action	Notes
10.	Click the Being Calm and Clear -- Mindfulness in Work and Play link. 	
11.	Click the Vertical scrollbar to move down the page.	
12.	Notice this course has two learning components: <ul style="list-style-type: none"> • Instructor-led Class • Class Evaluation You must satisfy the requirements for each component in order to receive credit for the course. In this example, the instructor-led class is required but the class evaluation is optional.	

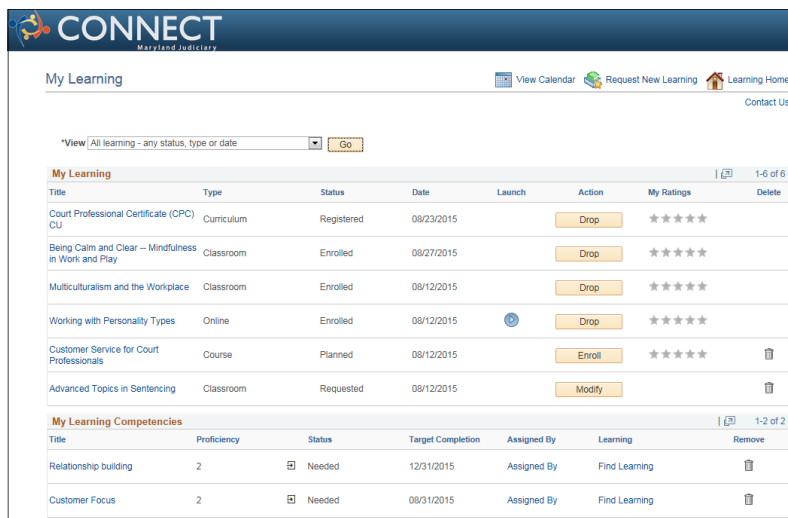
Step	Action	Notes
13.	<p>In some cases, you might need to complete the first component before you can start the second component.</p> <p>In this example, you would have to complete the class before you could complete the evaluation.</p>	
14.	<p>Click the Instructor-led Class link.</p> <p></p>	
15.	<p>You can view the completion details for each component that defines the course.</p> <p>Completion details for instructor led classes will be entered by the instructor or learning administrator based on your participation in the class.</p>	
16.	<p>Click the Return to Previous Page link.</p> <p></p>	
17.	<p>Click the Class Evaluation link.</p> <p></p>	
18.	<p>View the completion details for the class evaluation.</p> <p>Online components such as surveys and web-based courses will be updated automatically as you launch and complete the component.</p>	
19.	<p>Click the Return to Previous Page link.</p> <p></p>	
20.	<p>Click the Home link.</p> <p></p>	



Step	Action	Notes
21.	Click the Sign out link. Sign out	
22.	You have completed the topic "Understanding and Completing Course Learning Components". End of Procedure.	

My Learning

Use the My Learning page to view all your learning transcripts, perform actions such as drop and enroll, and print certificates of completion for selected courses.

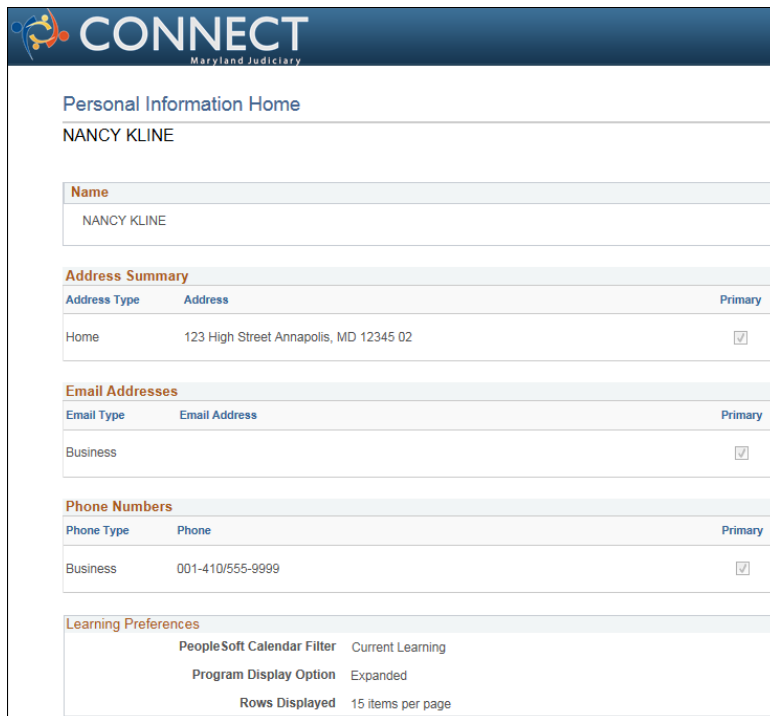


My Learning						
Title	Type	Status	Date	Launch	Action	My Ratings
Court Professional Certificate (CPC) CU	Curriculum	Registered	08/23/2015		Drop	★★★★★
Being Calm and Clear – Mindfulness in Work and Play	Classroom	Enrolled	08/27/2015		Drop	★★★★★
Multiculturalism and the Workplace	Classroom	Enrolled	08/12/2015		Drop	★★★★★
Working with Personality Types	Online	Enrolled	08/12/2015		Drop	★★★★★
Customer Service for Court Professionals	Course	Planned	08/12/2015		Enroll	★★★★★
Advanced Topics in Sentencing	Classroom	Requested	08/12/2015		Modify	

My Learning Competencies						
Title	Proficiency	Status	Target Completion	Assigned By	Learning	Remove
Relationship building	2	Needed	12/31/2015	Assigned By	Find Learning	
Customer Focus	2	Needed	08/31/2015	Assigned By	Find Learning	

Viewing the Personal Information Home Page

You can view your personal information in the CONNECT Learning system. Any changes to your personal information however, must be made in the CONNECT HR system.



CONNECT
 Maryland Judiciary

Personal Information Home

NANCY KLINE

Name

NANCY KLINE

Address Summary

Address Type	Address	Primary
Home	123 High Street Annapolis, MD 12345 02	<input checked="" type="checkbox"/>

Email Addresses

Email Type	Email Address	Primary
Business		<input checked="" type="checkbox"/>

Phone Numbers

Phone Type	Phone	Primary
Business	001-410/555-9999	<input checked="" type="checkbox"/>

Learning Preferences

PeopleSoft Calendar Filter	Current Learning
Program Display Option	Expanded
Rows Displayed	15 items per page

Procedure

In this topic, you will view your personal information page in the CONNECT learning environment.



CONNECT
 Maryland Judiciary

User ID

Password


Select a Language

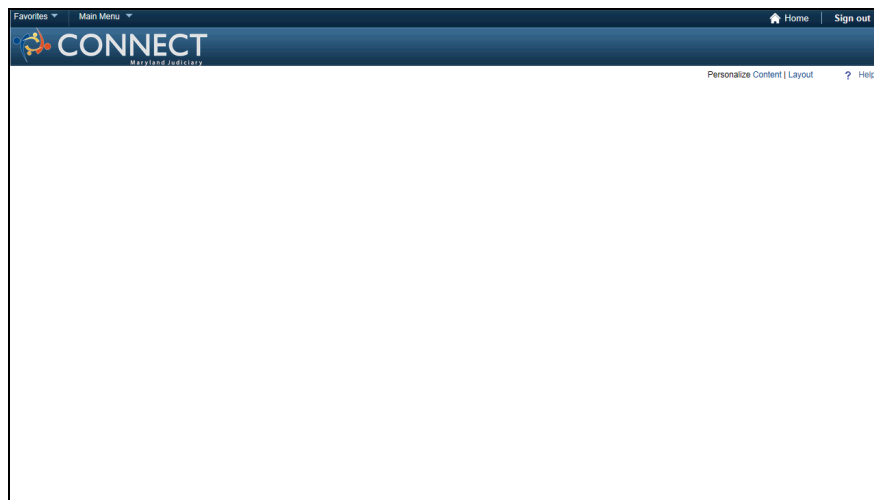
English

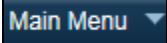


☐ Enable Accessibility Mode

☐ Set Trace Flags

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " nancy.kline " into the User ID field.	

Step	Action	Notes
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Personal Information Home menu. 	
9.	Note: This a view only page. Your personal information on this page was fed from the CONNECT HR system. Any updates that need to be made to your personal data must be performed in the CONNECT HR system.	

TRAINING GUIDE

CONNECT Employee Self Service



Personal Information Home

NANCY KLINE

Name

NANCY KLINE

Address Summary

Address Type	Address	Primary
Home	123 High Street Annapolis, MD 12345 02	<input checked="" type="checkbox"/>

Email Addresses

Email Type	Email Address	Primary
Business		<input checked="" type="checkbox"/>

Phone Numbers

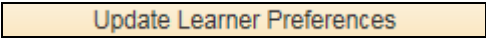
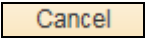
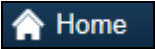
Phone Type	Phone	Primary
Business	001-410-555-9999	<input checked="" type="checkbox"/>

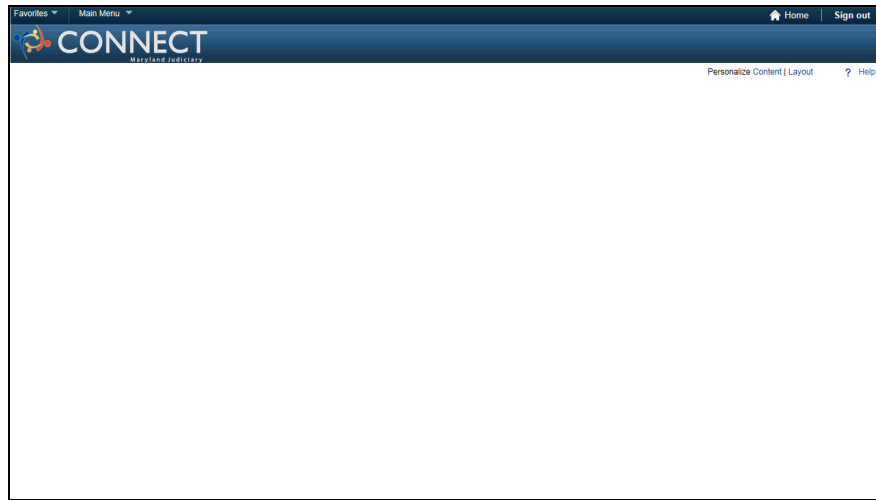
Learning Preferences

PeopleSoft Calendar Filter: Current Learning

Program Display Option: Expanded

Rows Displayed: 15 items per page

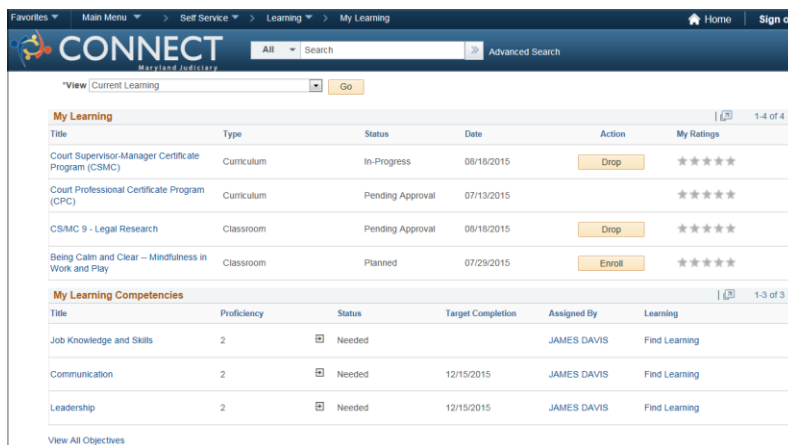
Step	Action	Notes
10.	Click the Vertical scrollbar to move down the page.	
11.	Some of the data on this page was masked for privacy.	
12.	Click the Update Learner Preferences button. 	
13.	When you search the catalog for courses or programs, CONNECT is set to automatically display the "Basic Search" page which limits your search criteria. If desired, you can change this setting to "Advanced Search" which will automatically display the advanced search fields when you access the catalog. For this example, do not change the setting.	
14.	Click the Cancel button. 	
15.	Click the Home link. 	



Step	Action	Notes
16.	Click the Sign out link. Sign out	
17.	You have completed the topic "Viewing the Personal Information Home Page". End of Procedure.	

Viewing Learning Transcripts & Printing a Certificate of Completion

Use the My Learning page to view all your learning transcripts, perform actions such as drop and enroll, and print certificates of completion for selected courses.



CONNECT					
My Learning					
Title	Type	Status	Date	Action	My Ratings
Court Supervisor-Manager Certificate Program (CSMC)	Curriculum	In-Progress	08/19/2015	Drop	★★★★★
Court Professional Certificate Program (CPC)	Curriculum	Pending Approval	07/13/2015		★★★★★
CSMC 9 - Legal Research	Classroom	Pending Approval	08/19/2015	Drop	★★★★★
Being Calm and Clear – Mindfulness in Work and Play	Classroom	Planned	07/29/2015	Enroll	★★★★★

My Learning Competencies					
Title	Proficiency	Status	Target Completion	Assigned By	Learning
Job Knowledge and Skills	2	Needed		JAMES DAVIS	Find Learning
Communication	2	Needed	12/15/2015	JAMES DAVIS	Find Learning
Leadership	2	Needed	12/15/2015	JAMES DAVIS	Find Learning

Procedure


In this topic, you will view your learning transcripts and print a certificate of completion for a completed course.

TRAINING GUIDE

CONNECT Employee Self Service



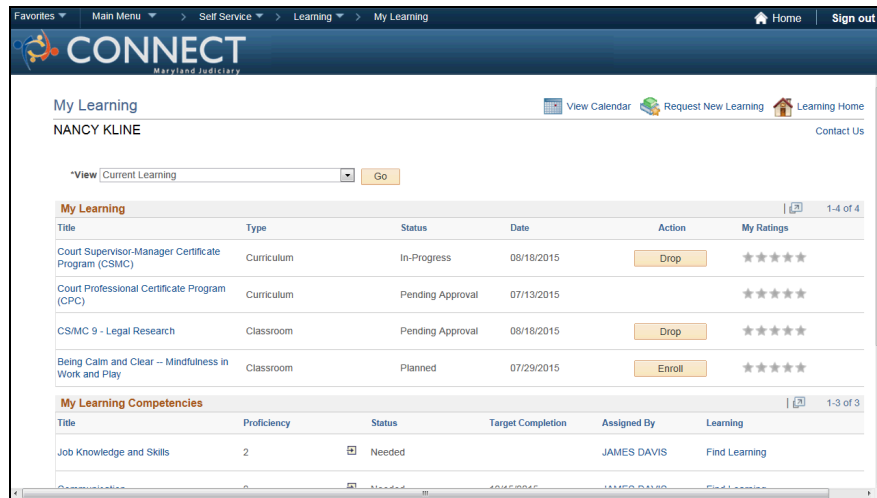
The login screen features the CONNECT Maryland Judiciary logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. A link for 'Set Trace Flags' is located below the button.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " nancy.kline " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	


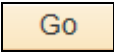
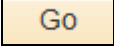
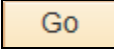
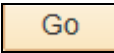
The main menu screen displays the CONNECT Maryland Judiciary logo and navigation links: 'Favorites', 'Main Menu', 'Home', and 'Sign out'. Below the logo, there are links for 'Personalize Content', 'Layout', and 'Help'.


Step	Action	Notes
6.	Click the Main Menu button. 	

Step	Action	Notes
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the My Learning menu.	




Step	Action	Notes
10.	Click the Vertical scrollbar to move down the page.	
11.	By default, the My Learning page displays your current learning and competencies. Current learning consists of courses and programs that you are currently involved with whether they are planned, pending approval, enrolled, in-progress, etc.	
12.	In addition to viewing your learning activities on the My Learning page, you can perform certain actions. You can click any word in blue to view additional information. For example, clicking a course title will display more information about the course. You can also use the action buttons to drop or enroll into a course or program.	
13.	Click the Court Supervisor-Manager Certificate Program (CSMC) link to view additional course information. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Court Supervisor-Manager Certificate Program (CSMC)</div>	

Step	Action	Notes
14.	When finished, click the Return to Previous Page link to return to the My Learning page. 	
15.	You can use the View drop-down list to change the view from Current Learning to something else. Options include: <ul style="list-style-type: none"> • Completed learning • Dropped learning • All learning within the last 90 days • All completed learning for the calendar year • All learning, any type and status • Requested learning 	
16.	Click the View drop-down list.	
17.	Click the All Dropped Learning list item.	
18.	Click the Go button. 	
19.	All dropped learning is displayed.	
20.	Click the View drop-down list.	
21.	Click the All completed learning this calendar year list item.	
22.	Click the Go button. 	
23.	All learning that was completed during the current calendar year is displayed.	
24.	Click the View drop-down list.	
25.	Click the Requested Learning list item.	
26.	Click the Go button. 	
27.	All submitted learning requests are displayed.	
28.	Click the View drop-down list.	
29.	Click the All Completed Learning list item.	
30.	Click the Go button. 	

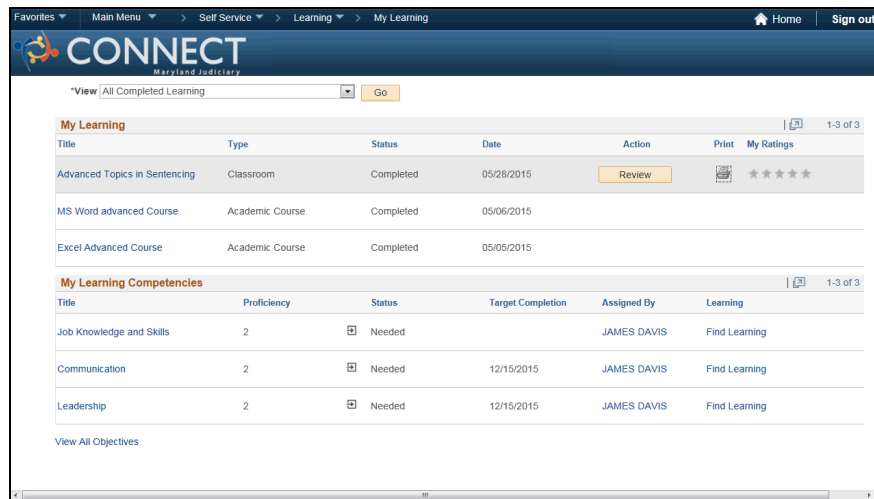
Step	Action	Notes
31.	<p>If you see a print icon for a specific learning item, you can click the icon to print a certificate of completion for that item.</p> <p>In this example, the print icon is not available for the MS Word Advanced Course and the Excel Advanced Course since these are supplemental learning and were completed outside of CONNECT.</p>	
32.	<p>Click the Print button for Advanced Topics in Sentencing.</p> 	
33.	<p>Use the toolbar at the bottom of the page to print or save the certificate as desired.</p>	



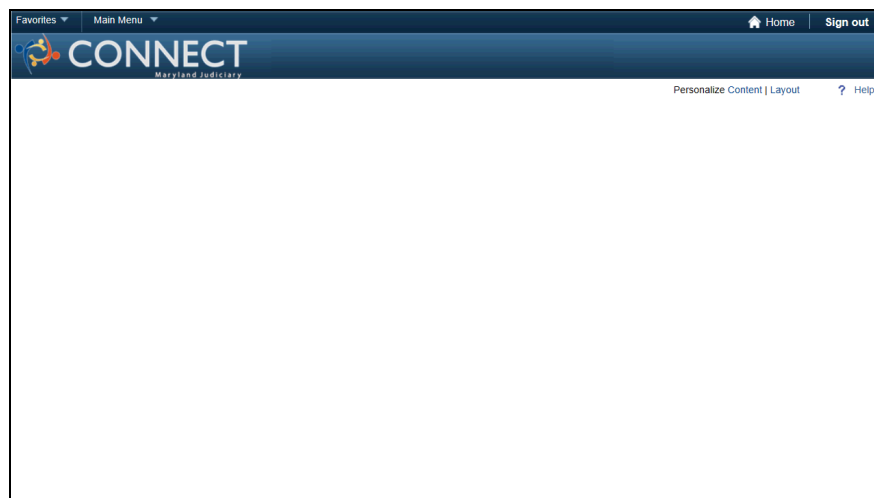
Step	Action	Notes
34.	<p>When finished, click the Close (X) button to close the certificate.</p> 	

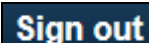
TRAINING GUIDE

CONNECT Employee Self Service



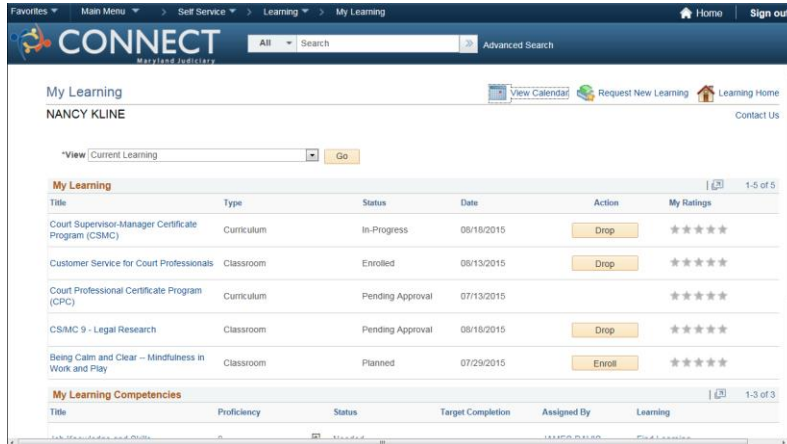
Step	Action	Notes
35.	Click the Home link.  Home	



Step	Action	Notes
36.	Click the Sign out link.  Sign out	
37.	You have completed the topic "Viewing Learning Transcripts and Printing a Certificate of Completion". End of Procedure.	

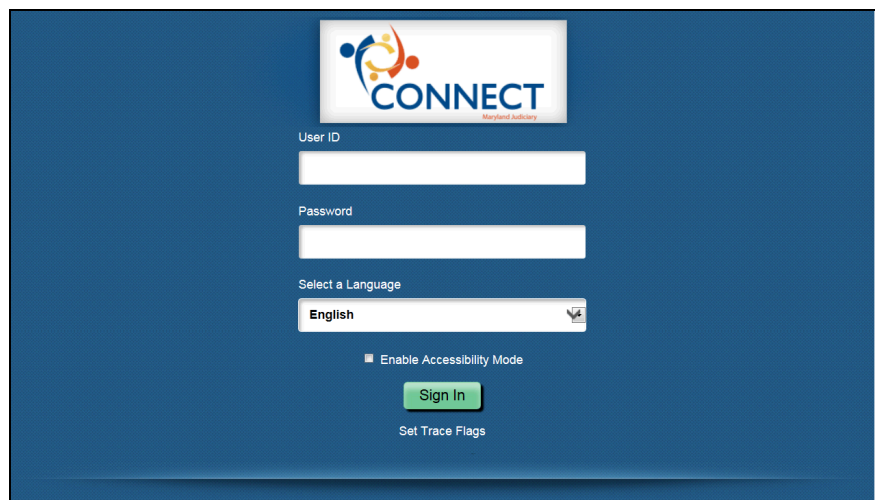
Dropping a Self-Enrolled Course from My Learning

From the My Learning page in CONNECT, you can drop courses and programs that have been self-enrolled by you. You cannot drop courses or programs that have been assigned by your manager or a learning administrator.



Procedure

In this topic, you will drop a self-enrolled course.



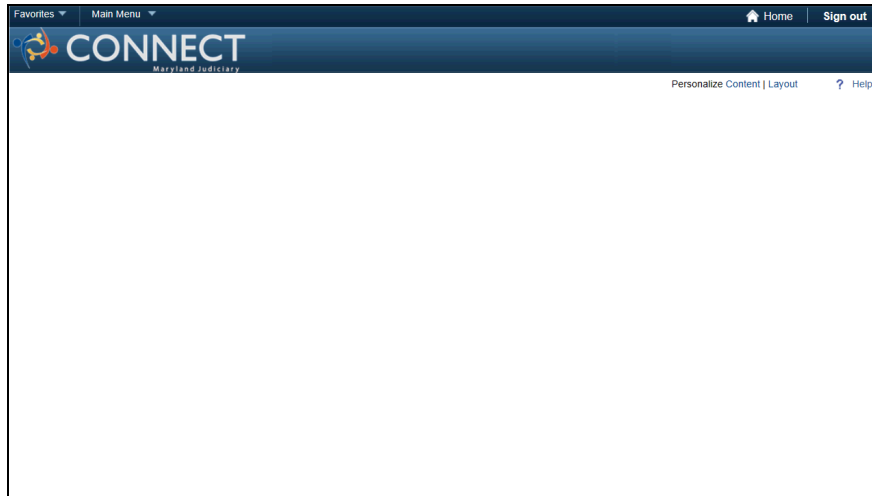
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " nancy.kline " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	

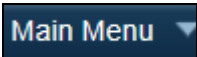
TRAINING GUIDE

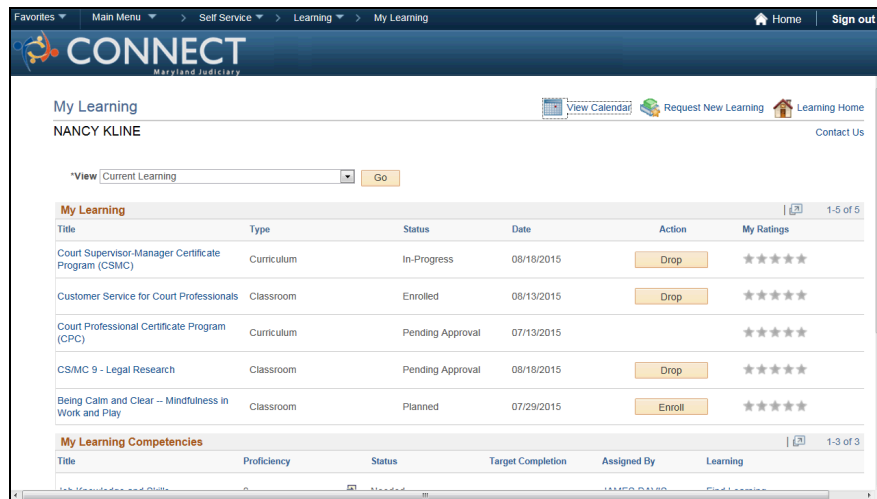
CONNECT Employee Self Service

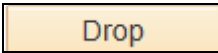
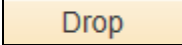
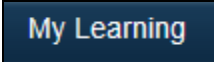
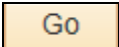
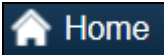


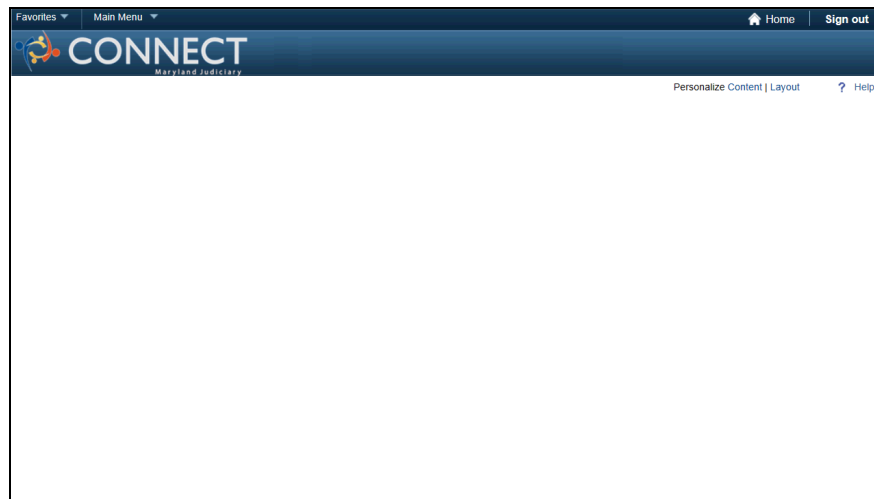
Step	Action	Notes
5.	Click the Sign In button. 	



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the My Learning menu.	
10.	Note: You can only drop a course or program that was self-enrolled by you. You cannot drop a course or program that was assigned by your manager or a learning administrator.	



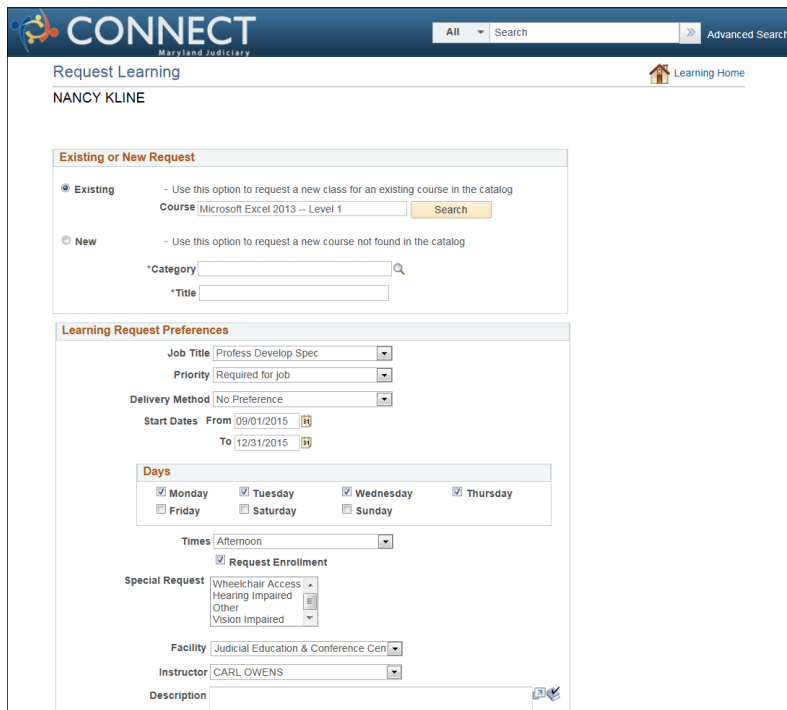
Step	Action	Notes
11.	Click the Drop button for the course "Customer Service for Court Professionals". 	
12.	Click the Drop button to confirm the action. 	
13.	Notice the message indicating the drop was successful.	
14.	Click the My Learning link. 	
15.	By changing the current view, you can see all learning items that have been dropped.	
16.	Click the View drop-down list.	
17.	Click the All Dropped Learning list item.	
18.	Click the Go button. 	
19.	Notice the course that was just dropped (Customer Service for Court Professionals) is displayed with a status of "Dropped".	
20.	Click the Home link. 	



Step	Action	Notes
21.	Click the Sign out link. Sign out	
22.	You have completed the topic "Dropping a Self-Enrolled Course from My Learning". End of Procedure.	

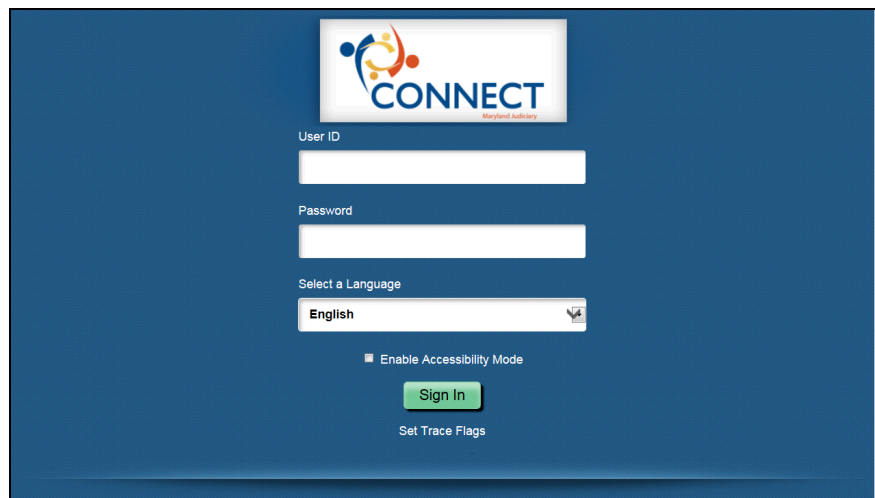
Requesting a New Class for an Existing Course

Learning requests enable you to request new courses and classes if they are not in the CONNECT catalog or if classes are full or waitlisted. You can enter desired preferences for the course or class such as dates, times, locations, etc. It is important to note however, submitting the request does not guarantee that the requested learning will be offered.



Procedure

In this topic, you will search the learning catalog for a specific class, realize the class doesn't exist, then request the class to be created.




Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " nancy.kline " into the User ID field.	
3.	Click in the Password field.	


TRAINING GUIDE

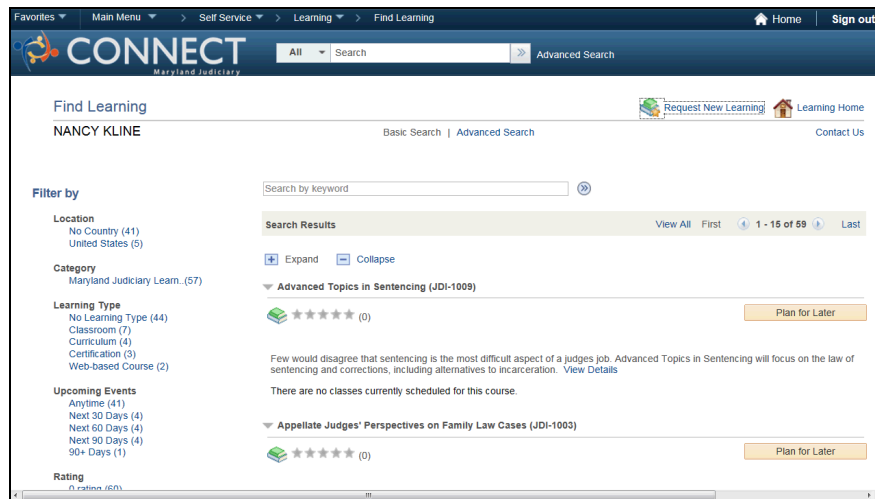
CONNECT Employee Self Service




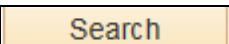






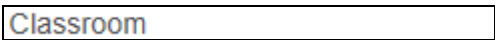
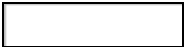
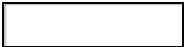

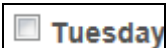
Step	Action	Notes
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	




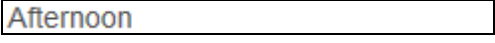




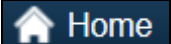


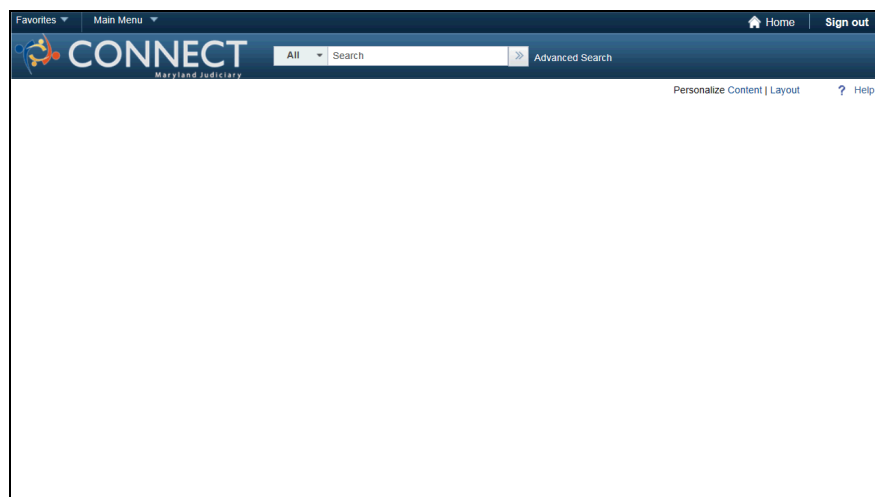
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the Find Learning menu.	
10.	Note: Before submitting a request for a new course or class, it is important to search the catalog first to ensure the desired course/class doesn't currently exist.	



Step	Action	Notes
11.	Click in the Search by keyword field.	
12.	Enter " excel " into the Search by keyword field.	
13.	Click the Search button. 	
14.	Click the Vertical scrollbar to move down the page.	
15.	Notice there are several Excel courses in the catalog but none of the courses have scheduled classes.	
16.	Click the Vertical scrollbar to move back up the page.	
17.	Click the Request New Learning link. 	
18.	The Learning Request function provides the ability to either request a new class for an existing course or request a new course. In this example, you will request a new class for the Level 1 Microsoft Excel course.	
19.	Click in the Course field. 	
20.	Enter " excel " into the Course field.	
21.	Click the Search button. 	

Step	Action	Notes
22.	Click the Select button for the course in which you are requesting the class. 	
23.	Notice the course you selected is populated in the Course field.	
24.	The Learning Request Preferences allow you to specify your desired preferences for the class such as: <ul style="list-style-type: none"> • Delivery method • Date range • Days of the week • Facility • Instructor <p>Remember, these are your desired preferences but does not guarantee that a learning administrator will create the class based solely on these preferences.</p>	
25.	Click the Priority drop-down list. 	
26.	Click the Required for job list item. 	
27.	Click the Delivery Method drop-down list. 	
28.	Click the Classroom list item. 	
29.	Click in the Start Dates From field. 	
30.	Enter " 09/01/2015 " into the Start Dates From field.	
31.	Click in the Start Dates To field. 	
32.	Enter " 12/31/2015 " into the Start Dates To field.	
33.	Click the Vertical scrollbar to move down the page.	
34.	Click the Monday option. 	
35.	Click the Tuesday option. 	

Step	Action	Notes
36.	Click the Wednesday option. 	
37.	Click the Thursday caret. 	
38.	Click the Times drop-down list. 	
39.	Click the Afternoon list item. 	
40.	Click the Request Enrollment option. 	
41.	Note: By selecting Request Enrollment, you are requesting the person creating the class to enroll you afterwards.	
42.	Click the Facility drop-down list. 	
43.	Click the Judicial Education & Conference Center list item. 	
44.	Click the Submit Request button. 	
45.	Notice the message indicating the request was submitted successfully.	
46.	Click the Home link. 	



Step	Action	Notes
47.	Click the Sign out link. <div>Sign out</div>	
48.	You have completed the topic "Requesting a New Class for an Existing Course". End of Procedure.	

Sending an Ad-Hoc Email to a Class Administrator

From within CONNECT, you can send an ad-hoc email to a learning administrator or the AOC Education Division.

CONNECT
 Maryland Judiciary

My Learning
 JAMES DAVIS

View Calendar Request New Learning Learning Home **Contact Us**

*View: Current Learning Go

Title	Type	Status	Date	Launch	Action	My Ratings	Delete
Court Professional Certificate (CPC) CU	Curriculum	Registered	08/23/2015		Drop	★★★★★	
Being Calm and Clear – Mindfulness in Work and Play	Classroom	Enrolled	08/27/2015		Drop	★★★★★	
Multiculturalism and the Workplace	Classroom	Enrolled	08/12/2015		Drop	★★★★★	
Working with Personality Types	Online	Enrolled	08/12/2015		Drop	★★★★★	
Customer Service for Court Professionals	Course	Planned	08/12/2015		Enroll	★★★★★	

My Learning Competencies

Title	Proficiency	Status	Target Completion	Assigned By	Learning	Remove
Relationship building	2	Needed	12/31/2015	JAMES DAVIS	Find Learning	
Customer Focus	2	Needed	08/31/2015	JAMES DAVIS	Find Learning	

View All Objectives

Procedure

In this topic, you will learn how to send an ad-hoc email from CONNECT to a learning administrator or the AOC Education Division.

CONNECT
 Maryland Judiciary

User ID


Password

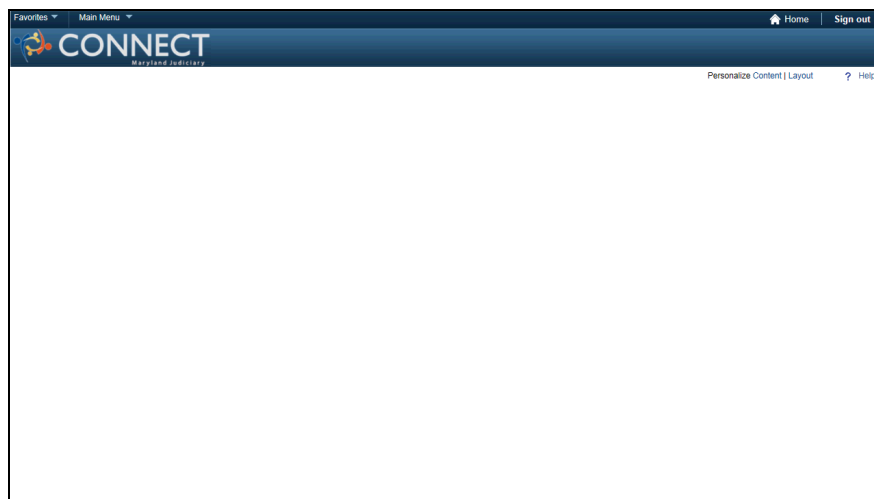
Select a Language
 English

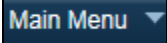



☐ Enable Accessibility Mode

☐ Set Trace Flags

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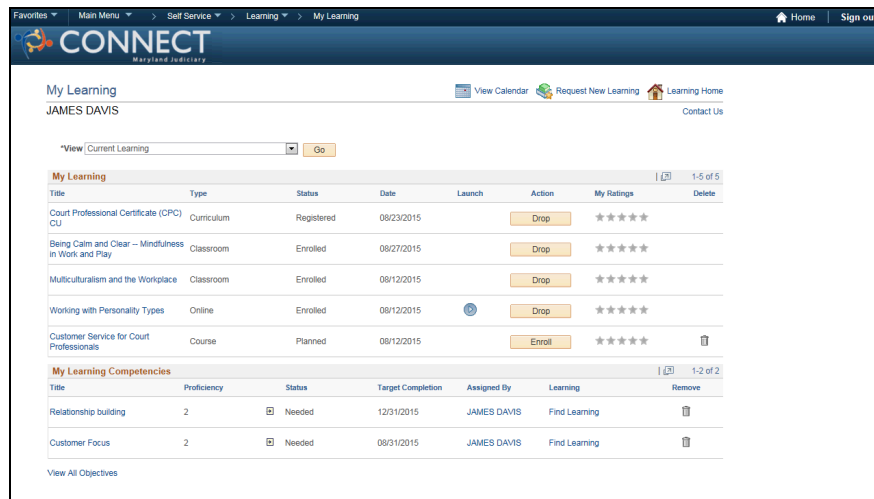
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	




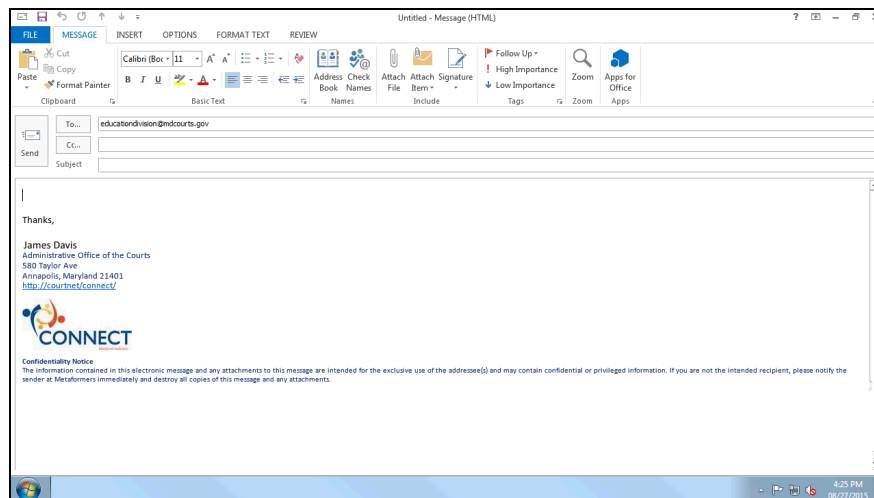
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning menu. 	
9.	Click the My Learning menu. 	
10.	Anywhere you see "Contact Us" in the CONNECT Learning System, you can click the link to send an email to the MD Courts Education Division.	


TRAINING GUIDE

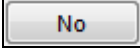
CONNECT Employee Self Service

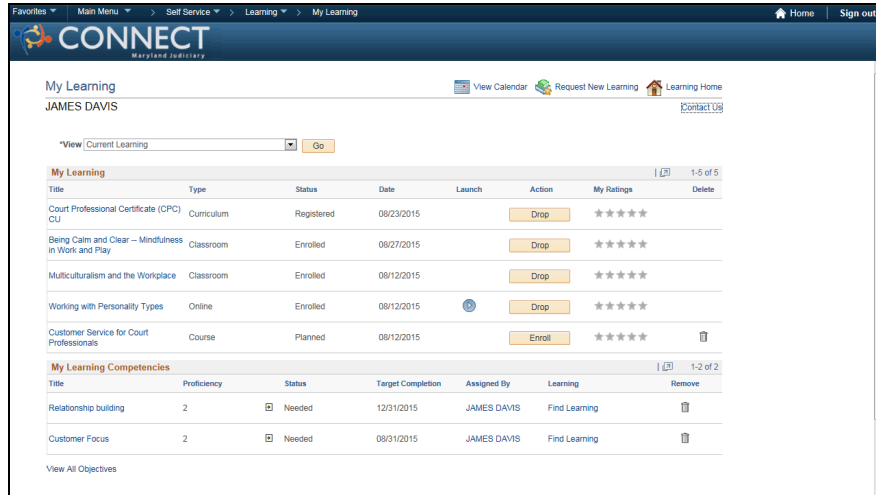


Step	Action	Notes
11.	Click the Contact Us link. 	
12.	Notice Outlook opens with the Education Division email address automatically populated.	
13.	Compose your email to the Education Division by entering a Subject and the contents of the email as desired.	



Step	Action	Notes
14.	In this example, you will not actually send the email. Click the Close button. 	

Step	Action	Notes
15.	Click the No button. 	

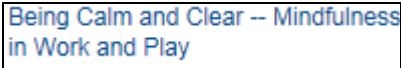



The screenshot shows the 'My Learning' page for JAMES DAVIS. The page has a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Learning', and 'My Learning'. Below the navigation bar, there are links for 'View Calendar', 'Request New Learning', and 'Learning Home'. The main content area is titled 'My Learning' and shows a list of learning activities. The table below is a representation of the data shown in the screenshot.

Title	Type	Status	Date	Launch	Action	My Ratings	Delete
Court Professional Certificate (CPC) CU	Curriculum	Registered	08/23/2015		Drop	★★★★★	
Being Calm and Clear -- Mindfulness in Work and Play	Classroom	Enrolled	08/27/2015		Drop	★★★★★	
Multiculturalism and the Workplace	Classroom	Enrolled	08/12/2015		Drop	★★★★★	
Working with Personality Types	Online	Enrolled	08/12/2015		Drop	★★★★★	
Customer Service for Court Professionals	Course	Planned	08/12/2015		Enroll	★★★★★	

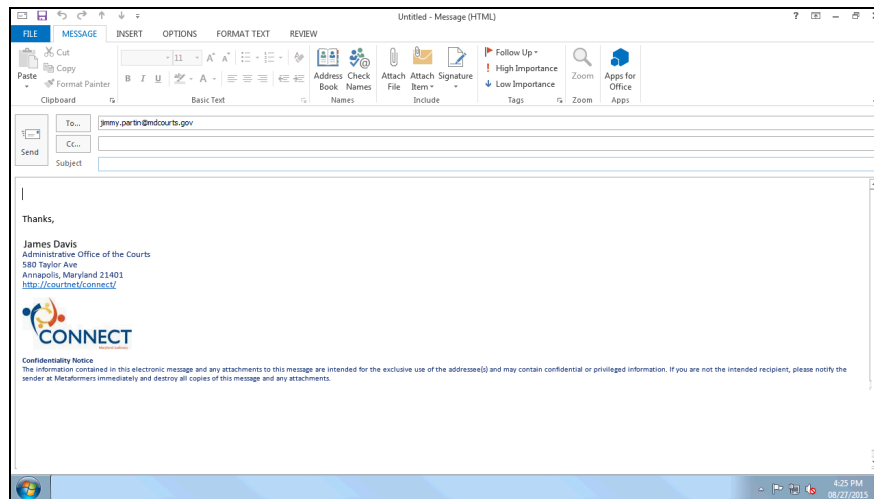
Below the learning activities table, there is a section for 'My Learning Competencies'. The table below is a representation of the data shown in the screenshot.


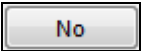
Title	Proficiency	Status	Target Completion	Assigned By	Learning	Remove
Relationship building	2	Needed	12/31/2015	JAMES DAVIS	Find Learning	
Customer Focus	2	Needed	08/31/2015	JAMES DAVIS	Find Learning	

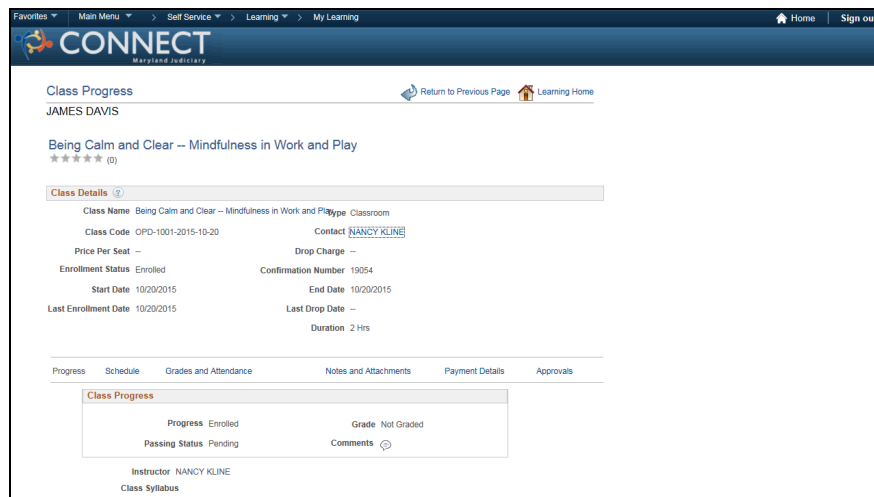
Step	Action	Notes
16.	Click the Being Calm and Clear -- Mindfulness in Work and Play link. 	
17.	If you prefer to contact a specific Learning Administrator as opposed to contacting the Education Division, you can click the Contact name on the Class Progress page.	
18.	Click the Jimmy Partin link. 	

TRAINING GUIDE

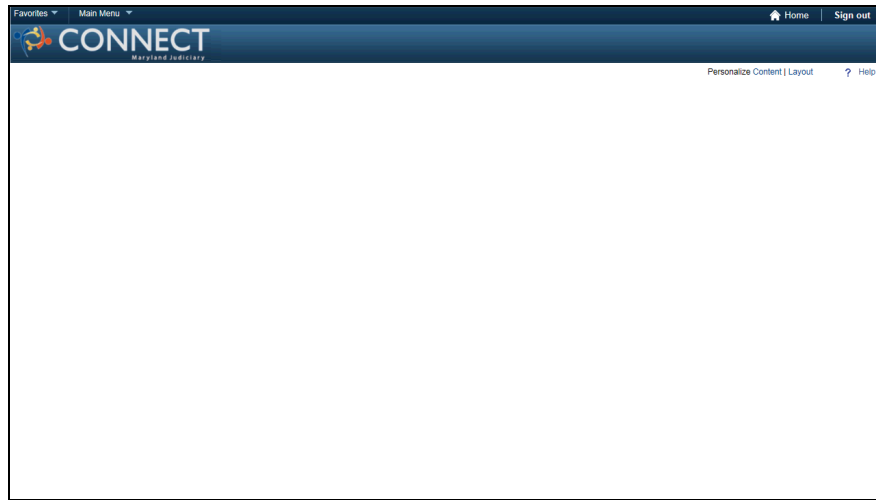
CONNECT Employee Self Service



Step	Action	Notes
19.	Click the Close button. 	
20.	Click the No button. 	



Step	Action	Notes
21.	Click the Home link. 	

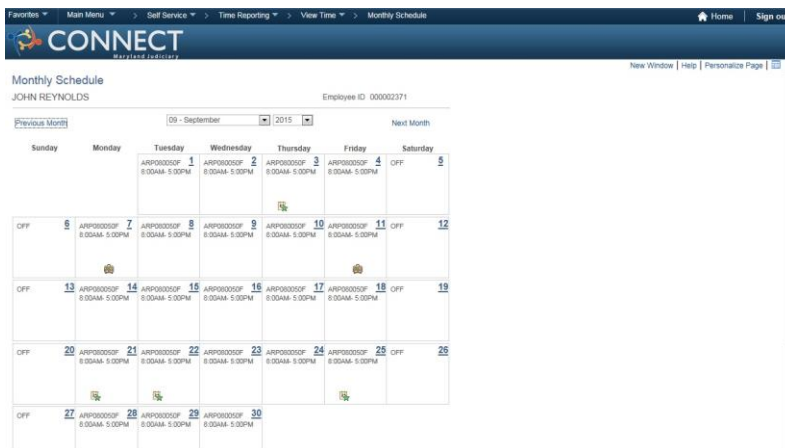


Step	Action	Notes
22.	Click the Sign out link. Sign out	
23.	You have completed the topic "Sending an Ad-Hoc Email to a Class Administrator". End of Procedure.	

Time Reporting - Timesheets

View Monthly-Daily Schedule - Punch Time

An employee can view their monthly and daily schedule.



Procedure


In this topic, you will view the monthly and daily schedule as an employee who uses an punch timesheet.

TRAINING GUIDE

CONNECT Employee Self Service



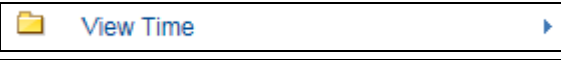



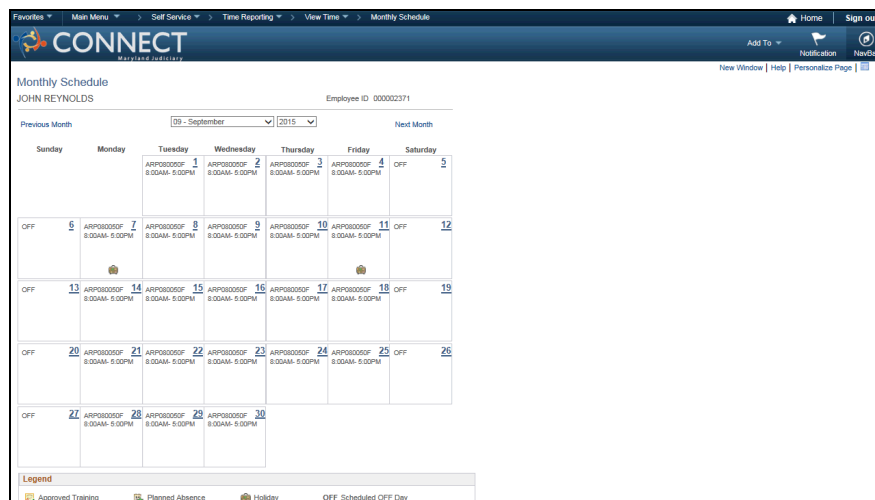
The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. Below the button is a link for 'Set Trace Flags'. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " john.reynolds " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

The main menu displays various service links on the left, including Timesheet, Overtime Requests, Absence Request, Careers, Interview Calendar, Personal Information Summary, ADA Accommodation Request, My Current Profile, Training Summary, Compensation History, and Current Documents. On the right, there are sections for 'Employee Expiring Licenses' (showing no expiring licenses), 'Announcements' (showing no current announcements), and a 'Company Directory' search bar.

Step	Action	Notes
6.	Click the Main Menu button. 	

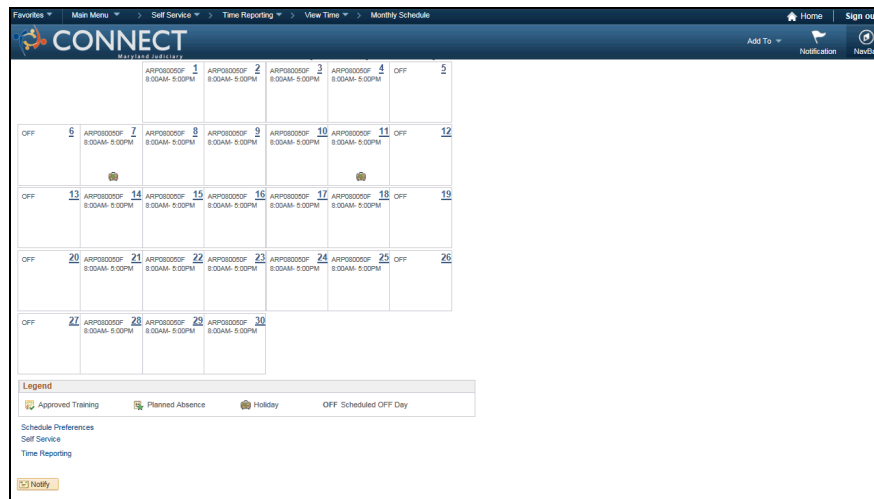
Step	Action	Notes
7.	Click the Self Service menu. 	
8.	Click the Time Reporting menu. 	
9.	Click the View Time menu. 	
10.	Click the Monthly Schedule menu. 	
11.	The current month will be visible on the Monthly Schedule page. You can change the month by clicking on the drop down menu.	



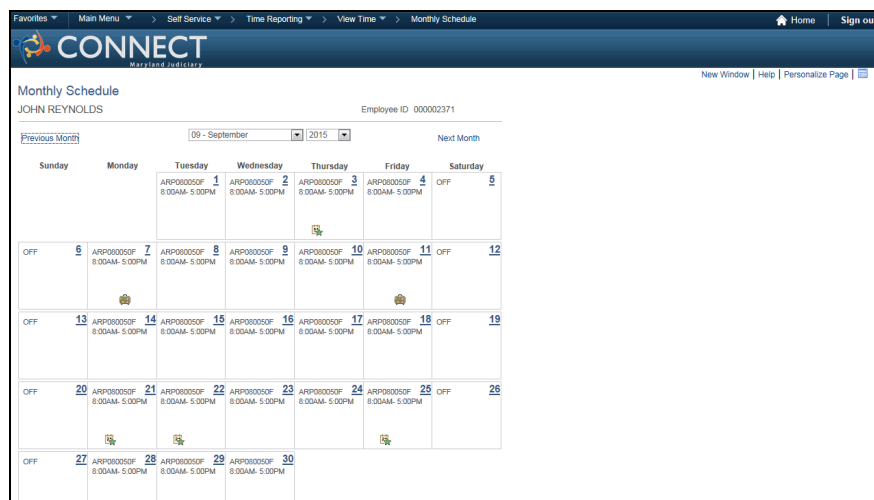
Step	Action	Notes
12.	Click the Vertical scrollbar to move down the page.	
13.	The Legend identifies the icons on the days in the calendar.	

TRAINING GUIDE

CONNECT Employee Self Service



Step	Action	Notes
14.	Click the Vertical scrollbar to move back up the page.	



Step	Action	Notes
15.	Click the 7 link.	
16.	For this example, the employee is scheduled to work 8.00 however, 9/7/2015 is a Holiday.	

Monthly Schedule
Schedule Detail for 09/07/2015

JOHN REYNOLDS
Administrative Asst I
Employee ID: 000002371
Empl Record: 0

Primary Schedule

Shift ID	Taskgroup	Off Shift	In	Meal	In	Out	Time Zone	Sched. Time
ARP000050F	AOC_REG	<input type="checkbox"/>	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	EST	8:00:00AM

Alternate Schedule
No schedule data for today

Training Details
No training data for today

Absence Details
No absence data for today

Holiday Details
Labor Day - 8 hours

[Return to Monthly Schedule](#)

[Notify](#)

Step	Action	Notes
17.	Click the Return to Monthly Schedule link. Return to Monthly Schedule	

Monthly Schedule
JOHN REYNOLDS
Employee ID: 000002371

Previous Month | 09 - September | 2015 | Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ARP000050F 8:00AM - 5:00PM	2 ARP000050F 8:00AM - 5:00PM	3 ARP000050F 8:00AM - 5:00PM	4 OFF	5 OFF
6 OFF	7 ARP000050F 8:00AM - 5:00PM	8 ARP000050F 8:00AM - 5:00PM	9 ARP000050F 8:00AM - 5:00PM	10 ARP000050F 8:00AM - 5:00PM	11 OFF	12 OFF
13 OFF	14 ARP000050F 8:00AM - 5:00PM	15 ARP000050F 8:00AM - 5:00PM	16 ARP000050F 8:00AM - 5:00PM	17 ARP000050F 8:00AM - 5:00PM	18 OFF	19 OFF
20 OFF	21 ARP000050F 8:00AM - 5:00PM	22 ARP000050F 8:00AM - 5:00PM	23 ARP000050F 8:00AM - 5:00PM	24 ARP000050F 8:00AM - 5:00PM	25 OFF	26 OFF
27 OFF	28 ARP000050F 8:00AM - 5:00PM	29 ARP000050F 8:00AM - 5:00PM	30 ARP000050F 8:00AM - 5:00PM			

Step	Action	Notes
18.	Click the 15 link. 15	

TRAINING GUIDE

CONNECT Employee Self Service



Monthly Schedule

Schedule Detail for 09/15/2015

JOHN REYNOLDS
Administrative Asst I

Employee ID: 000002371
Empl Record: 0

Primary Schedule

Shift ID	Taskgroup	Off Shift	In	Meal	In	Out	Time Zone	Sched. File
ARP080050F	AOC_REG	<input type="checkbox"/>	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	EST	8.00More

Alternate Schedule
No schedule data for today


Training Details
No training data for today

Absence Details
No absence data for today

Holiday Details
No holiday data for today

[Return to Monthly Schedule](#)

[Notify](#)

Step	Action	Notes
19.	Click the More link to view Shift Details. 	

Monthly Schedule

Schedule Detail for 09/15/2015

Shift Information

JOHN REYNOLDS
Administrative Asst I

Employee ID: 000002371
Empl Record: 0

Primary Schedule

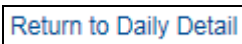
Shift ID: ARP080050F Taskgroup: AOC_REG

Shift Details

Punch Type	Punch Time	Time Zone
In	8:00:00AM	EST
Meal	12:00:00PM	EST
In	1:00:00PM	EST
Out	5:00:00PM	EST

[Return to Daily Detail](#)

[Notify](#)

Step	Action	Notes
20.	Click the Return to Daily Detail link. 	

Monthly Schedule

Schedule Detail for 09/15/2015

JOHN REYNOLDS
Administrative Asst I

Employee ID: 000002371
Empl Record: 0

Primary Schedule

Shift ID	Taskgroup	Off Shift	In	Meal	In	Out	Time Zone	Sched. Time
ARP000050F	AOC_REG	<input type="checkbox"/>	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	EST	8:00:00AM

Alternate Schedule

No schedule data for today

Training Details

No training data for today

Absence Details

No absence data for today

Holiday Details

No holiday data for today

[Return to Monthly Schedule](#)

[Notify](#)

Step	Action	Notes
21.	Click the Return to Monthly Schedule link. Return to Monthly Schedule	

Monthly Schedule

JOHN REYNOLDS

Employee ID: 000002371

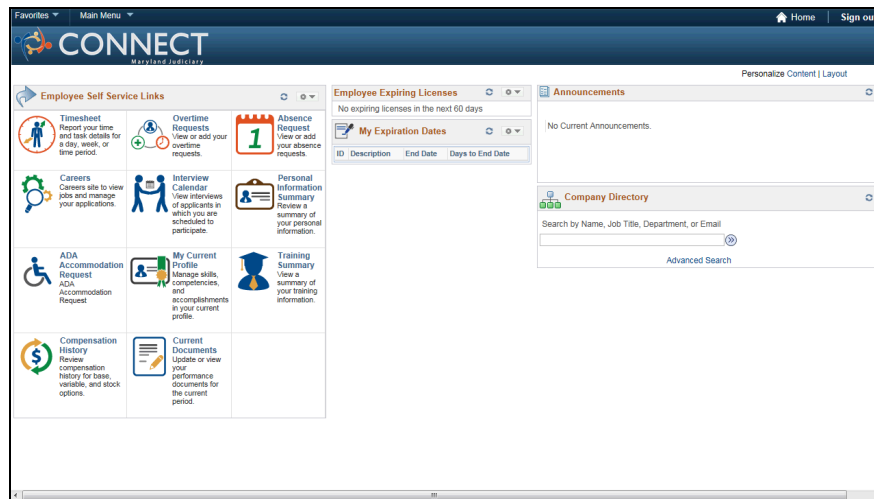
Previous Month | 09 - September | 2015 | Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ARP000050F 8:00AM - 5:00PM	2 ARP000050F 8:00AM - 5:00PM	3 ARP000050F 8:00AM - 5:00PM	4 OFF	5
6 OFF	7 ARP000050F 8:00AM - 5:00PM	8 ARP000050F 8:00AM - 5:00PM	9 ARP000050F 8:00AM - 5:00PM	10 ARP000050F 8:00AM - 5:00PM	11 OFF	12
13 OFF	14 ARP000050F 8:00AM - 5:00PM	15 ARP000050F 8:00AM - 5:00PM	16 ARP000050F 8:00AM - 5:00PM	17 ARP000050F 8:00AM - 5:00PM	18 OFF	19
20 OFF	21 ARP000050F 8:00AM - 5:00PM	22 ARP000050F 8:00AM - 5:00PM	23 ARP000050F 8:00AM - 5:00PM	24 ARP000050F 8:00AM - 5:00PM	25 OFF	26
27 OFF	28 ARP000050F 8:00AM - 5:00PM	29 ARP000050F 8:00AM - 5:00PM	30 ARP000050F 8:00AM - 5:00PM			

Step	Action	Notes
22.	Click the Home link. Home	

TRAINING GUIDE

CONNECT Employee Self Service



Step	Action	Notes
23.	Click the Sign out link.	
24.	You have completed the View Monthly-Daily Schedule - Punch Time topic. End of Procedure.	

Report Time - Punch Timesheet with Project, Activity, and Overtime

A punch timesheet allows an employee to enter time worked as in/meal/in/out (punch) times worked per day using a variety of time reporting codes that determine the category for the time worked.

Timesheet

Employee ID: 1000000000
Emp Record ID: 0
Earliest Change Date: 27/10/2015

Reported Hours: 0.0

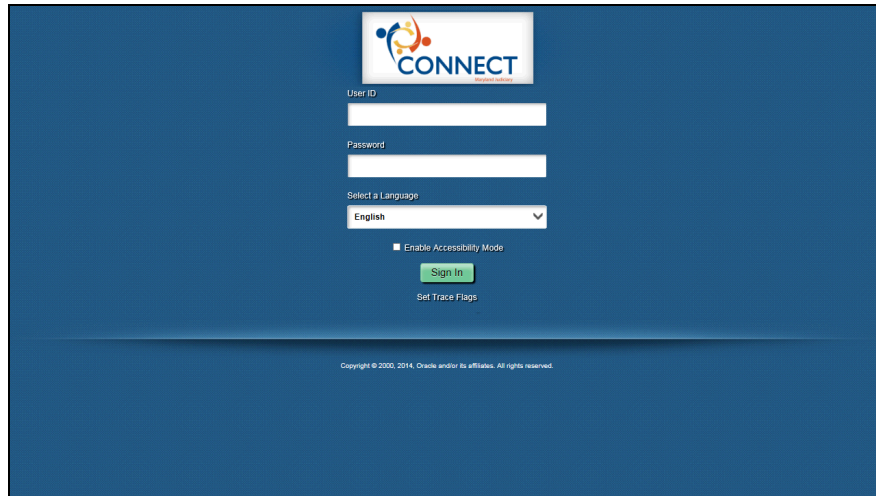
Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Overtime Reason	Shift	Project ID	Activity ID	Date
	Wed	9/30	New	8:00	00:00	12:00	00:00	5:00	01 REG - Regular Time						9/30
	Thu	10/1	New	8:00	00:00	12:00	00:00	5:00	01 REG - Regular Time						10/1
	Fri	10/2	New	8:00	00:00	12:00	00:00	5:00	01 REG - Regular Time						10/2
	Sat	10/3	New						02 OVT16 - Overtime	1.0			COURT OPS	01 ALB	10/3
	Sun	10/4	New						02 OVT16 - Overtime						10/4
	Mon	10/5	New	8:00	00:00	12:00	00:00	5:00	01 REG - Regular Time						10/5
	Tue	10/6	New	8:00	00:00	12:00	00:00	5:00	01 REG - Regular Time						10/6
			New						02 OVT16 - Overtime	1.0			COURT OPS	01 LAND RC	10/6




Reported Time Summary

Category	Total	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6
Total Reported Hours								
Time with no Category								

Procedure

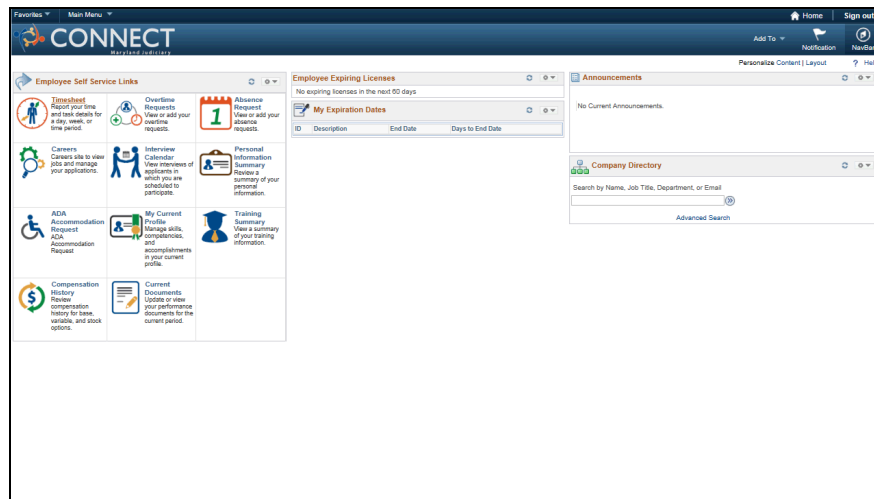
In this topic, you will report time on a punch timesheet that includes work on a project and overtime.

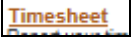


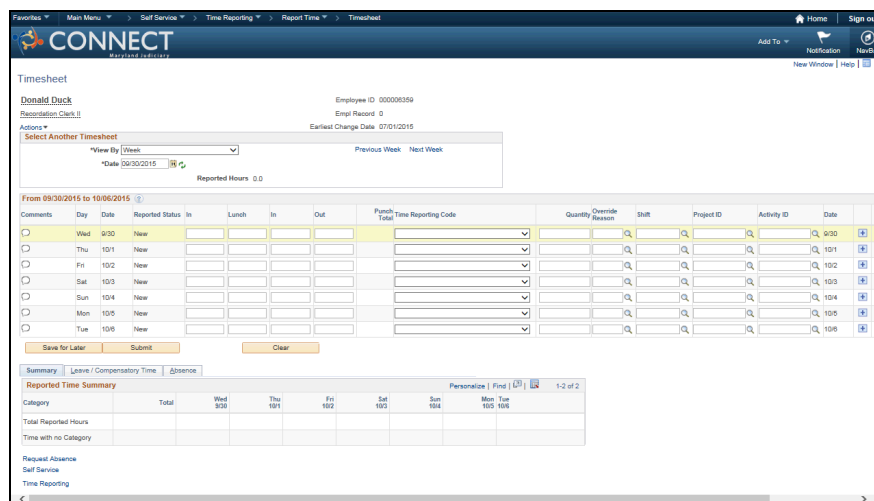
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " kerry.dennis " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	

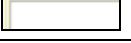
TRAINING GUIDE

CONNECT Employee Self Service











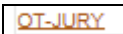




Step	Action	Notes
7.	Click the Timesheet link. 	
8.	You can use the Previous Week and Next Week hyperlinks to navigate forward and backwards. Employees may report time for up to 3 previous pay periods.	






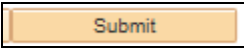


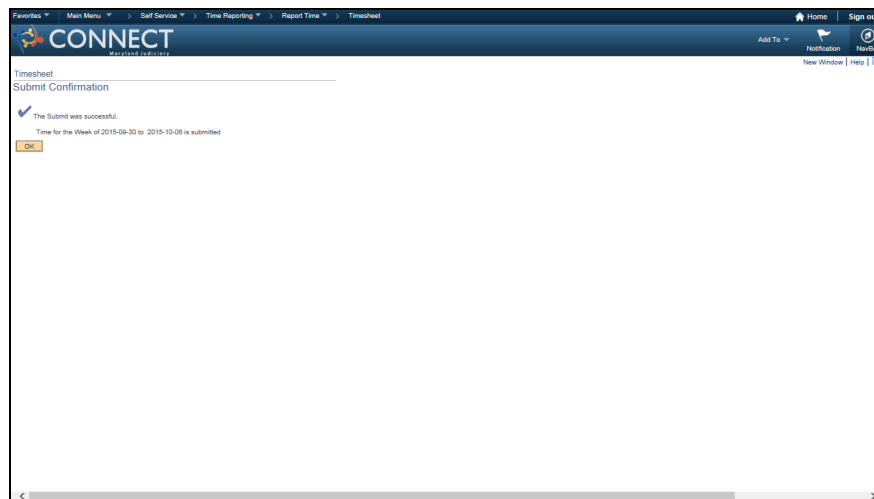
Step	Action	Notes
9.	Click in the In field. 	
10.	Enter "8a" into the In field.	

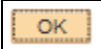
Step	Action	Notes
11.	Click in the Lunch field. <input type="text"/>	
12.	Enter " 12p " into the Lunch field.	
13.	Click in the In field. <input type="text"/>	
14.	Enter " 1p " into the In field.	
15.	Click in the Out field. <input type="text"/>	
16.	Enter " 5p " into the Out field.	
17.	Click the Time Reporting Code drop-down list. <input type="text" value="v"/>	
18.	Click the 01 REG - Regular Time list item. <input type="text" value="01 REG - Regular Time"/>	
19.	Click in the In field. <input type="text"/>	
20.	Enter " 8a " into the In field.	
21.	Click in the Lunch field. <input type="text"/>	
22.	Enter " 12p " into the Lunch field.	
23.	Click in the In field. <input type="text"/>	
24.	Enter " 1p " into the In field.	
25.	Click in the Out field. <input type="text"/>	
26.	Enter " 5p " into the Out field.	
27.	Click the Time Reporting Code drop-down list. <input type="text" value="v"/>	
28.	Click the 01 REG - Regular Time list item. <input type="text" value="01 REG - Regular Time"/>	
29.	Click in the In field. <input type="text"/>	
30.	Enter " 8a " into the In field.	
31.	Click in the Lunch field. <input type="text"/>	
32.	Enter " 12p " into the Lunch field.	

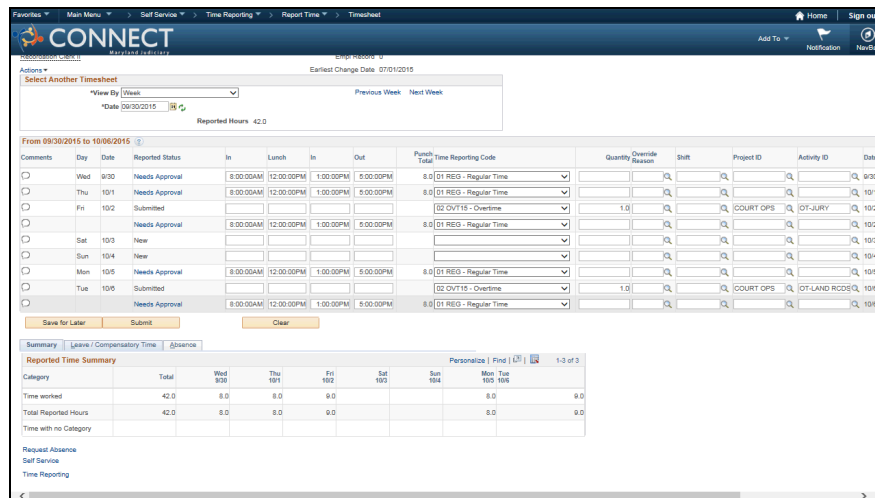
Step	Action	Notes
33.	Click in the In field. 	
34.	Enter " 1p " into the In field.	
35.	Click in the Out field. 	
36.	Enter " 5p " into the Out field.	
37.	Click the Time Reporting Code drop-down list. 	
38.	Click the 01 REG - Regular Time list item. 	
39.	To add additional time for a specific day, click the plus sign in the right hand column to insert a new row for that day. This might include Comp Time or Overtime. Click the Add a new row at row 3 button. 	
40.	Click the Time Reporting Code drop-down list. 	
41.	Click the 02 OVT15 - Overtime list item. 	
42.	Click in the Quantity field. 	
43.	Enter " 1 " into the Quantity field.	
44.	If the overtime is related to a project, the employee would select a Project and Activity ID. Click the Look up Project ID button. 	
45.	Click the COURT OPS link. 	
46.	Click the Look up Activity ID button. 	
47.	Click the OT-JURY link. 	
48.	Click in the In field. 	
49.	Enter " 8a " into the In field.	


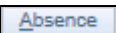

Step	Action	Notes
50.	Click in the Lunch field. 	
51.	Enter " 12p " into the Lunch field.	
52.	Click in the In field. 	
53.	Enter " 1p " into the In field.	
54.	Click in the Out field. 	
55.	Enter " 5p " into the Out field.	
56.	Click the Time Reporting Code drop-down list. 	
57.	Click the 01 REG - Regular Time list item. 	
58.	Click in the In field. 	
59.	Enter " 8a " into the In field.	
60.	Click in the Lunch field. 	
61.	Enter " 12p " into the Lunch field.	
62.	Click in the In field. 	
63.	Enter " 1p " into the In field.	
64.	Click in the Out field. 	
65.	Enter " 5p " into the Out field.	
66.	Click the Time Reporting Code drop-down list. 	
67.	Click the 01 REG - Regular Time list item. 	
68.	Click the Add a new row at row 8 button. 	
69.	Click the Time Reporting Code drop-down list. 	
70.	Click the 02 OVT15 - Overtime list item. 	

Step	Action	Notes
71.	Click in the Quantity field. 	
72.	Enter " 1 " into the Quantity field.	
73.	Click in the Project ID field. 	
74.	Enter " court " into the Project ID field.	
75.	Click the COURT OPS object. 	
76.	Click the Look up Activity ID button. 	
77.	Click the OT-LAND RCDS link. 	
78.	Click the Submit button. 	



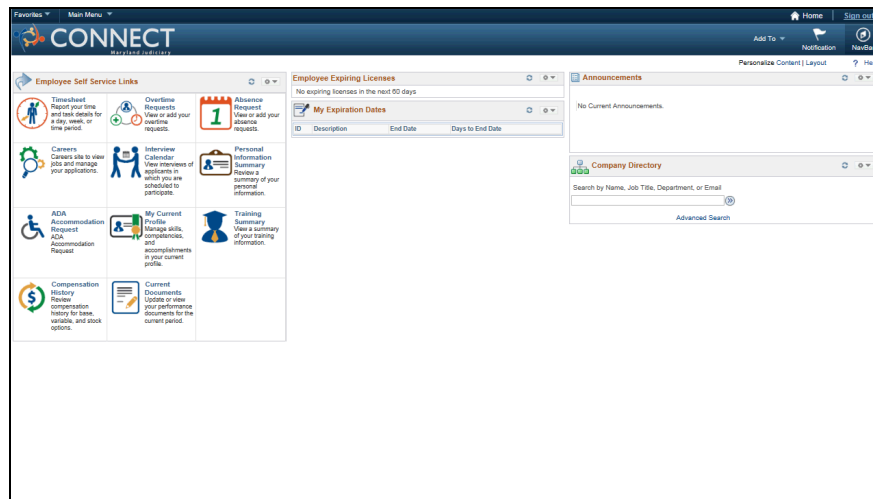
Step	Action	Notes
79.	Click the OK button. 	
80.	The Summary tab summarizes worked overtime and comp time hours by day.	

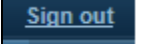


Step	Action	Notes
81.	Click the Leave / Compensatory Time tab. 	
82.	Leave and Comp Time balances can be viewed on the Leave/Compensatory Time tab.	
83.	Click the Absence tab. 	
84.	The Absence tab can be used to launch an absence request. This topic will be explored in more detail in the Absence Management UPKs. All accrued absence balances can be viewed at the bottom of the timesheet page.	
85.	Click the Home link. 	

TRAINING GUIDE

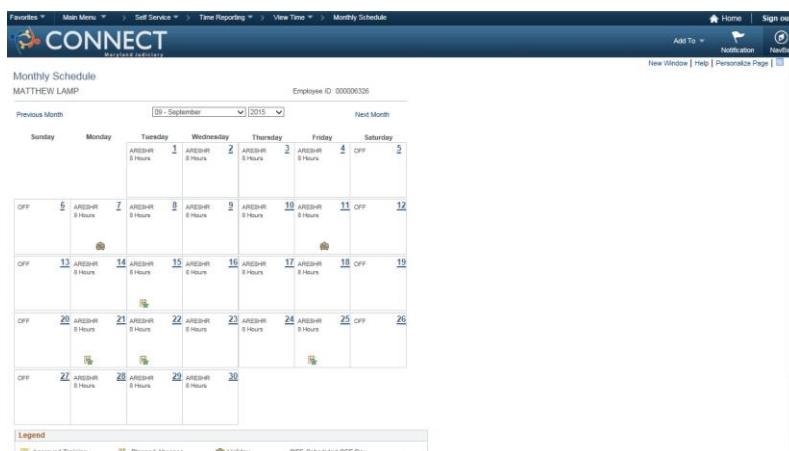
CONNECT Employee Self Service



Step	Action	Notes
86.	Click the Sign out link. 	
87.	You have completed the Report Time - Punch Timesheet with Project, Activity, and Overtime topic. End of Procedure.	

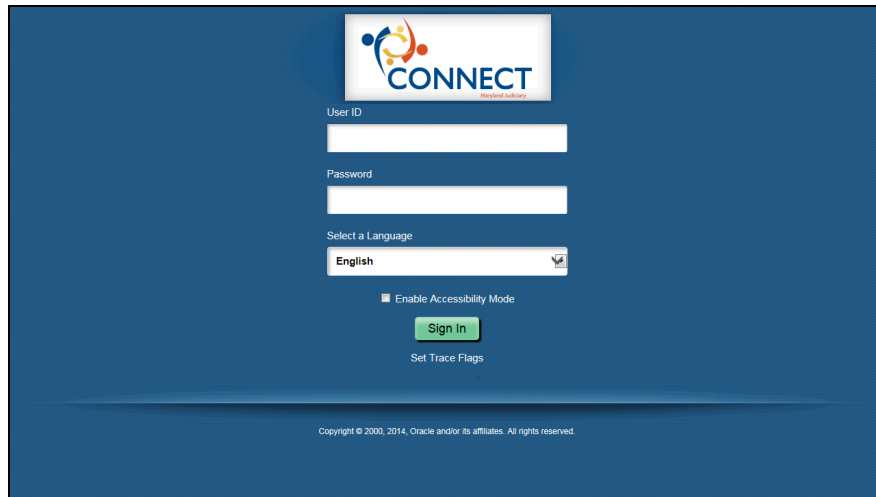
View Monthly-Daily Schedule - Elapsed Time

An employee can view their monthly and daily schedule.




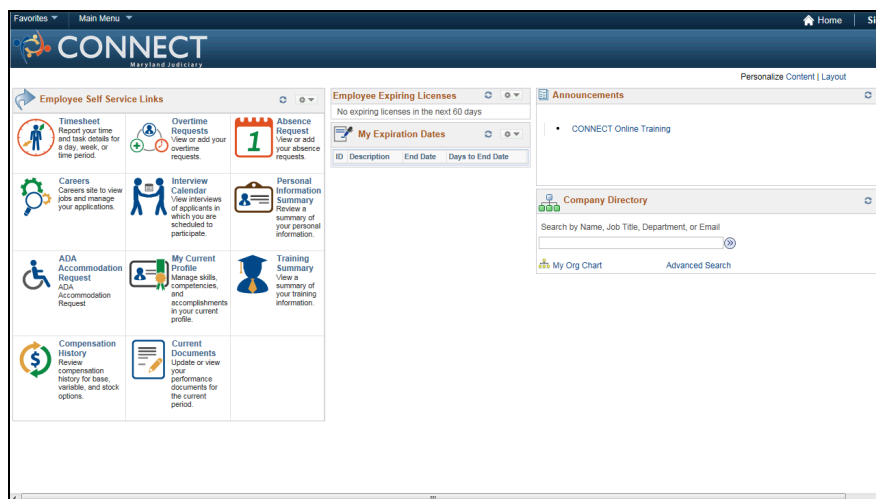
Procedure

In this topic, you will view the monthly and daily schedule as an employee who uses an elapsed timesheet.



The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a 'Sign In' button. A link for 'Set Trace Flags' is located below the button. The footer contains the copyright notice: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " matthew.lamp " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	






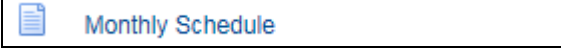
The main menu displays various service links on the left, including Timesheet, Overtime, Absence, Careers, Interview, Personal Information, ADA, My Current Profile, Training, Compensation History, and Current Documents. On the right, there are sections for 'Employee Expiring Licenses', 'Announcements', 'Company Directory', and 'My Org Chart'. The top navigation bar includes 'Favorites', 'Main Menu', 'Home', and 'Sign Out'.

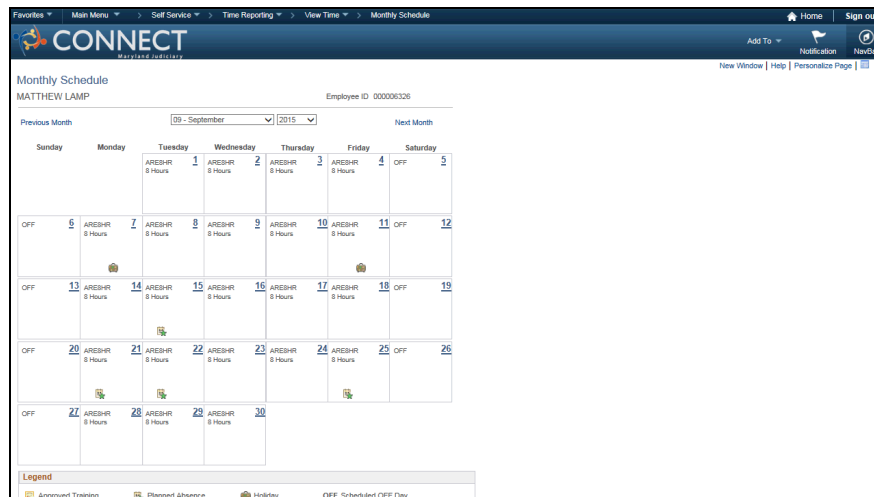
Step	Action	Notes
6.	Click the Main Menu button. 	

TRAINING GUIDE

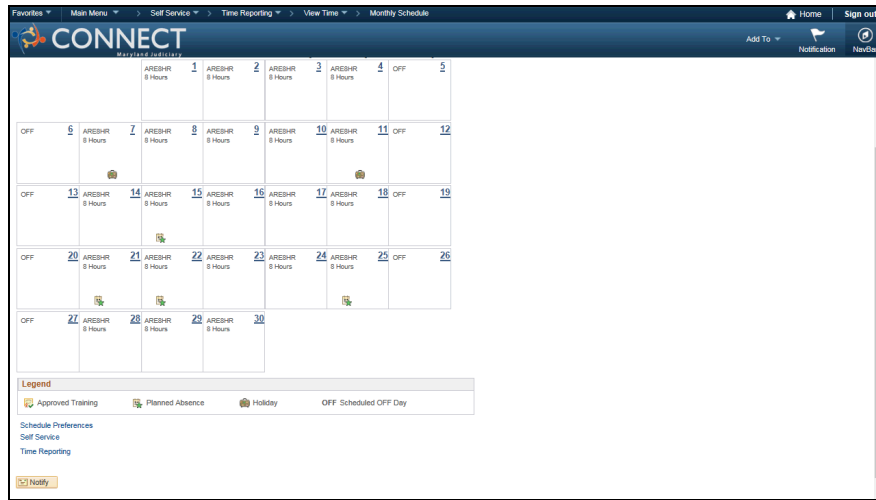
CONNECT Employee Self Service



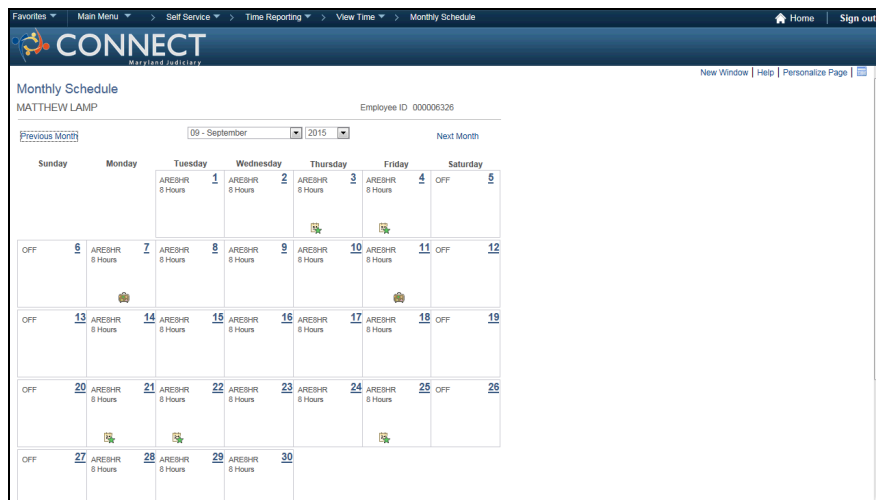
Step	Action	Notes
7.	Click the Self Service menu. 	
8.	Click the Time Reporting menu. 	
9.	Click the View Time menu. 	
10.	Click the Monthly Schedule menu. 	
11.	The current month will be visible on the Monthly Schedule page. You can change the month by clicking on the drop down menu.	



Step	Action	Notes
12.	Click the Vertical scrollbar to move down the page.	
13.	The Legend identifies the icons on the days in the calendar.	



Step	Action	Notes
14.	Click the Vertical scrollbar to move back up the page.	



Step	Action	Notes
15.	Click the 7 link.	
16.	For this example, the employee is scheduled to work 8.00 however, 9/7/2015 is a Holiday.	

TRAINING GUIDE

CONNECT Employee Self Service



Monthly Schedule
Schedule Detail for 09/07/2015

MATTHEW LAMP
Employee ID: 000006326
Empl Record: 0

Primary Schedule

Shift ID	Taskgroup	Off Shift	Sched Hrs
AREBHR	AOC_REG	<input type="checkbox"/>	8.00

Alternate Schedule
No schedule data for today

Training Details
No training data for today

Absence Details
No absence data for today

Holiday Details
Labor Day - 8 hours

[Return to Monthly Schedule](#)

[Notify](#)

Step	Action	Notes
17.	Click the Return to Monthly Schedule link. Return to Monthly Schedule	


Monthly Schedule
MATTHEW LAMP
Employee ID: 000006326

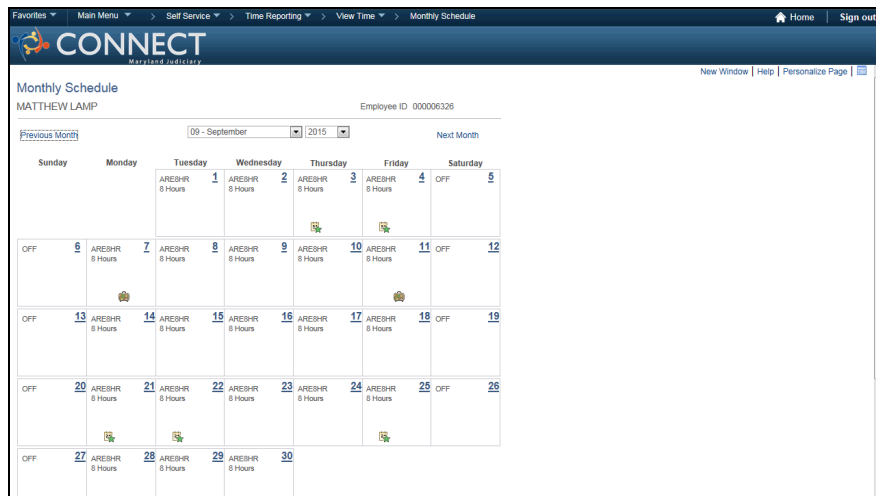
Previous Month | 09 - September | 2015 | Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 AREBHR 8 Hours	2 AREBHR 8 Hours	3 AREBHR 8 Hours	4 AREBHR 8 Hours	5 OFF
6 OFF	7 AREBHR 8 Hours	8 AREBHR 8 Hours	9 AREBHR 8 Hours	10 AREBHR 8 Hours	11 OFF	12 OFF
13 OFF	14 AREBHR 8 Hours	15 AREBHR 8 Hours	16 AREBHR 8 Hours	17 AREBHR 8 Hours	18 OFF	19 OFF
20 OFF	21 AREBHR 8 Hours	22 AREBHR 8 Hours	23 AREBHR 8 Hours	24 AREBHR 8 Hours	25 OFF	26 OFF
27 OFF	28 AREBHR 8 Hours	29 AREBHR 8 Hours	30 AREBHR 8 Hours			

Step	Action	Notes
18.	Click the 15 link. 15	

, 8.00. Below the table are sections for 'Alternate Schedule', 'Training Details', 'Absence Details', and 'Holiday Details', all indicating 'No data for today'. At the bottom, there is a 'Return to Monthly Schedule' link and a 'Notify' button." data-bbox="256 104 792 340"/>

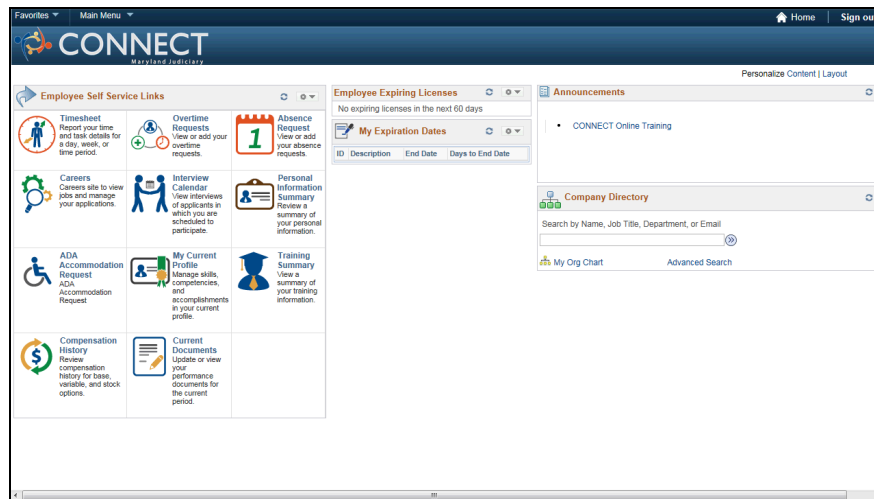
Step	Action	Notes
19.	Click the Return to Monthly Schedule link. 	



Step	Action	Notes
20.	Click the Home link. 	

TRAINING GUIDE

CONNECT Employee Self Service



Step	Action	Notes
21.	Click the Sign out link. Sign out	
22.	You have completed the View Monthly-Daily Schedule - Elapsed Time topic. End of Procedure.	

Report Time - Elapsed Timesheet with Project, Activity, and Comp Time

An elapsed timesheet allows an employee to enter time worked in hours per day using a variety of time reporting codes that determine the category for the time worked.

Timesheet

Employee ID: 00000007
Emp Record: 0
Earliest Change Date: 09/02/2015

Select Another Timesheet

*View By: Week
*Date: 09/02/2015
Reported Hours: 0.0

From Wednesday 09/02/2015 to Tuesday 10/06/2015

Wed 9/2	Thu 9/3	Fri 9/4	Sat 9/5	Sun 9/6	Mon 9/7	Tue 9/8	Total Time Reporting Code	Quarantine Reason	Shift	Project ID	Activity ID
0.0	0.0	0.0			0.0	0.0	01 REG - Regular Time				
		1.0					04 COMP - Comp Time Earned			COURT OPS	OT-CRIMINAL
				1.0			04 COMP - Comp Time Earned			COURT OPS	OT-FAMILY
					1		05 COMP - Comp Time Taken				

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

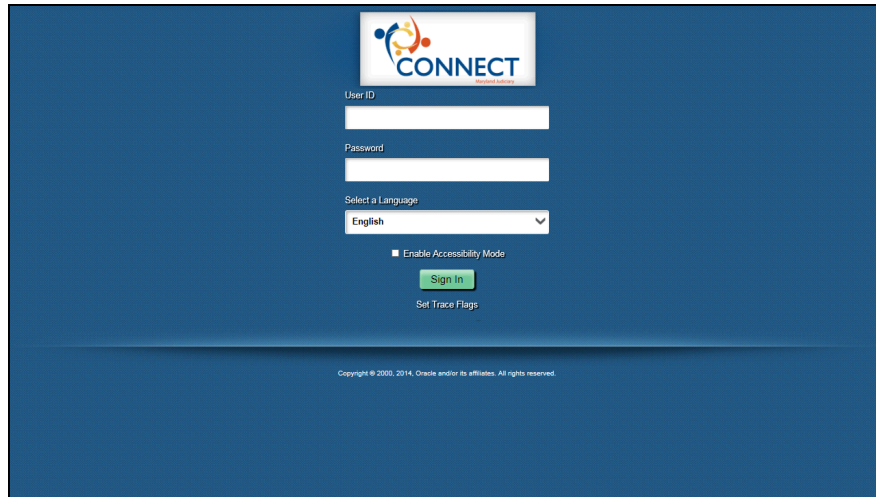
Reported Time Status




Date: 0.0 Total: TBC Description: Comments:

Request Absence
Self Service
Time Reporting

Procedure

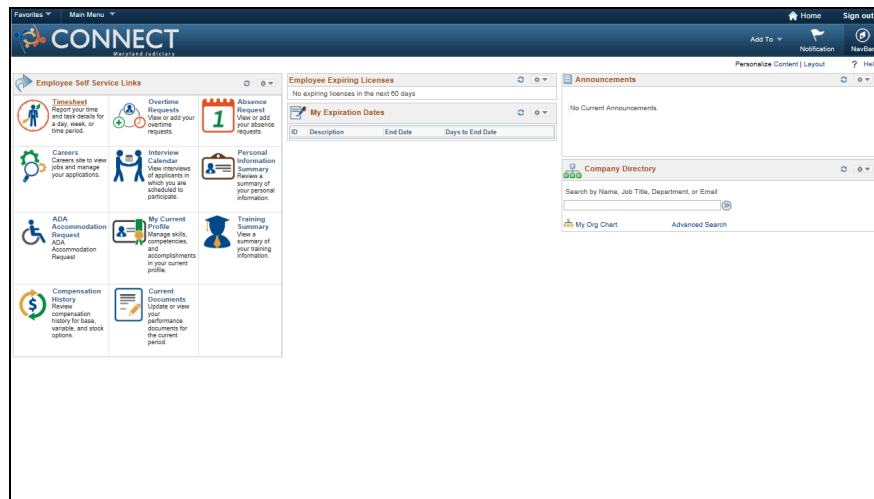
In this topic, you will report time on an elapsed timesheet that includes regular work hours and overtime/comp time project hours.




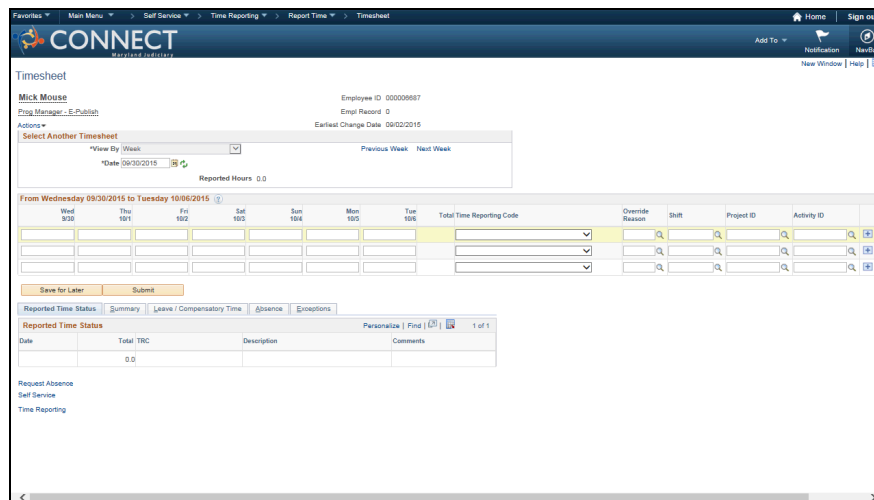
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " pamela.vaughn " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	

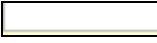
TRAINING GUIDE







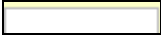

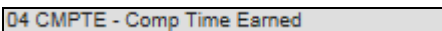




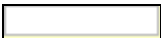
CONNECT Employee Self Service



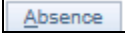

Step	Action	Notes
7.	Click the Timesheet link. 	
8.	You can use the Previous Week and Next Week hyperlinks to navigate forward and backwards. Employees may report time for up to 3 previous pay periods.	

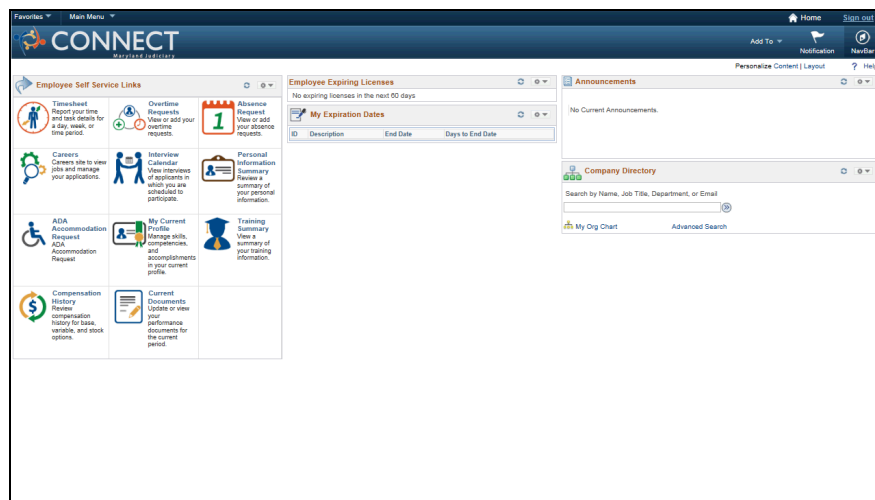



Step	Action	Notes
9.	Click in the Wed field. 	
10.	Enter "8" into the Wed field.	

Step	Action	Notes
11.	Click in the Thu field. 	
12.	Enter "8" into the Thu field.	
13.	Click in the Fri field. 	
14.	Enter "8" into the Fri field.	
15.	Click in the Mon field. 	
16.	Enter "8" into the Mon field.	
17.	Click in the Tue field. 	
18.	Enter "8" into the Tue field.	
19.	Click the Time Reporting Code drop-down list. 	
20.	Click the 01 REG - Regular Time list item. 	
21.	Click in the Fri field. 	
22.	Enter "1" into the Fri field.	
23.	Click the Time Reporting Code drop-down list. 	
24.	Click the 04 CMPTE - Comp Time Earned list item. 	
25.	If the overtime is related to a project, the employee would select a Project and Activity ID. Click the Look up Project ID button. 	
26.	Click the COURT OPS link. 	
27.	Click the Look up Activity ID button. 	
28.	Click the OT-CRIMINAL link. 	
29.	Click in the Mon field. 	

Step	Action	Notes
30.	Enter "1" into the Mon field.	
31.	Click the Time Reporting Code drop-down list. 	
32.	Click the 04 CMPTE - Comp Time Earned list item. 	
33.	Click in the Project ID field. 	
34.	Enter "court" into the Project ID field.	
35.	Click the Court Operations object. 	
36.	Click the Look up Activity ID button. 	
37.	Click the OT-FAMILY link. 	
38.	Click the Add a new row at row 3 button. 	
39.	Click in the Tue field. 	
40.	Enter "1" into the Tue field.	
41.	Click the Time Reporting Code drop-down list. 	
42.	Click the 05 CMPTK - Comp Time Taken list item. 	
43.	Make sure to review your inputs before submitting. Click the Submit button. 	
44.	After time has been submitted, you can review the status on the Reported Time Status tab.	
45.	Click the Summary tab. 	
46.	The Summary tab summarizes worked overtime and comp time hours by day.	
47.	Click the Leave / Compensatory Time tab. 	

Step	Action	Notes
48.	Leave and Comp Time balances can be viewed on the Leave/Compensatory Time tab.	
49.	Click the Absence tab. 	
50.	The Absence tab can be used to launch an absence request. This topic will be explored in more detail in the Absence Management UPKs. All accrued absence balances can be viewed at the bottom of the timesheet page.	
51.	Click the Home link. 	



Step	Action	Notes
52.	Click the Sign out link. 	
53.	You have completed the Report Time - Elapsed Timesheet with Project, Activity, and Comp Time topic. End of Procedure.	

Request Overtime

Employees will be able to submit a request for overtime through self service and the request will route to their manager for review and approval.

TRAINING GUIDE

CONNECT Employee Self Service



Request Overtime
Overtime Request Details

Marti Robinson
HR Manager II
Employee ID 000700060
Employment Record 0

Actions

Overtime Information

Date On Request 07/30/2015 (example: 07/22/2015)

Overtime Hours 3

Comment complete tasks to meet deadline

Submit

Cancel and Return to Overtime Requests

Procedure

In this topic, you will request overtime.

CONNECT

User ID

Password

Select a Language

English

Enable Accessibility Mode

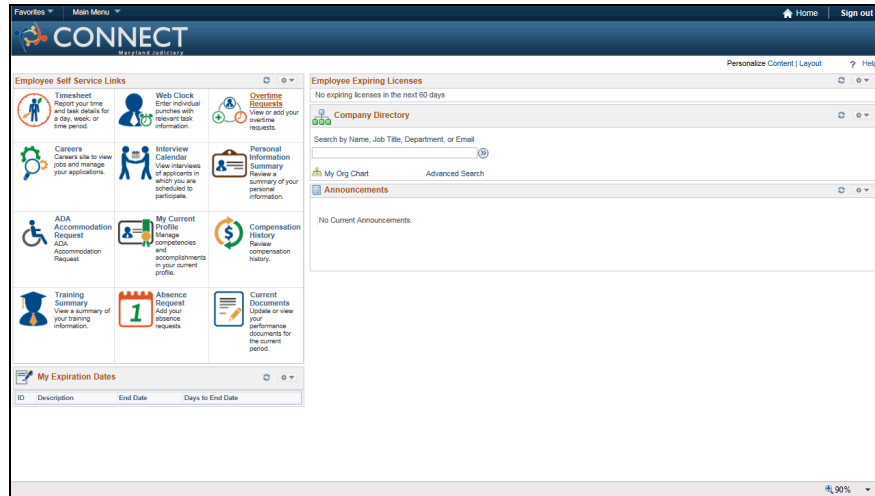
Sign In

Set Trace Flags

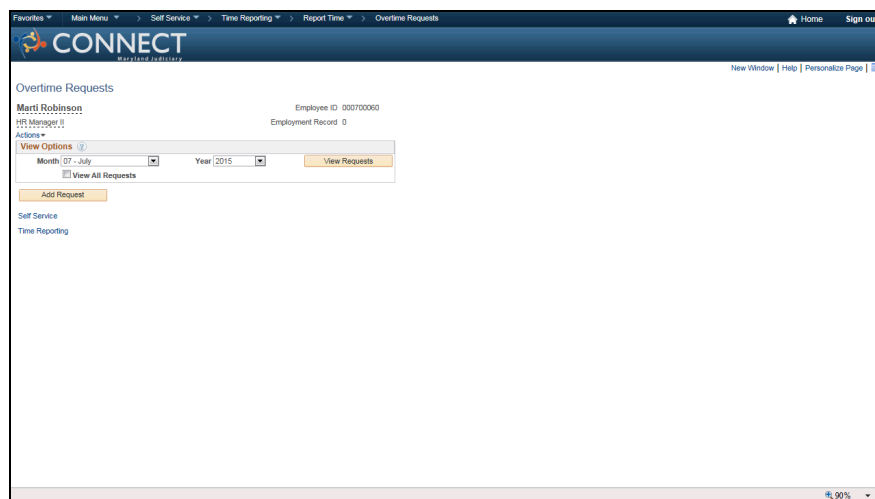
Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " marti.robinson " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button.	

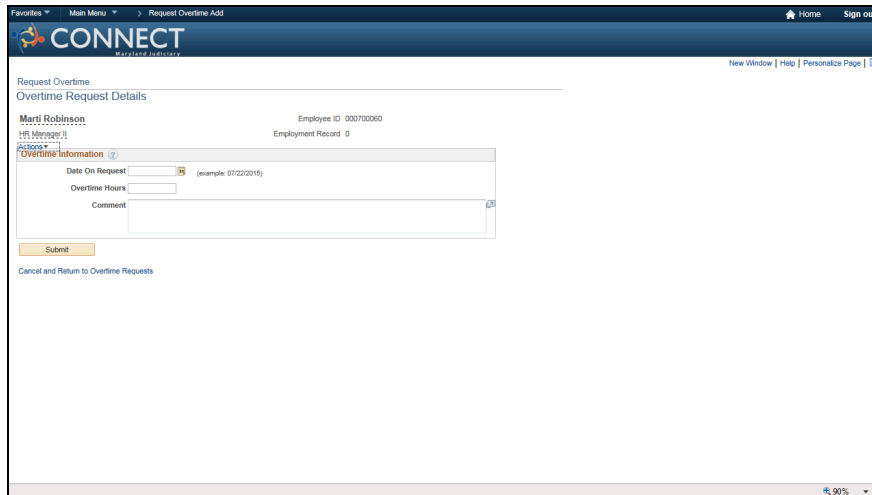
Step	Action	Notes
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	




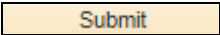


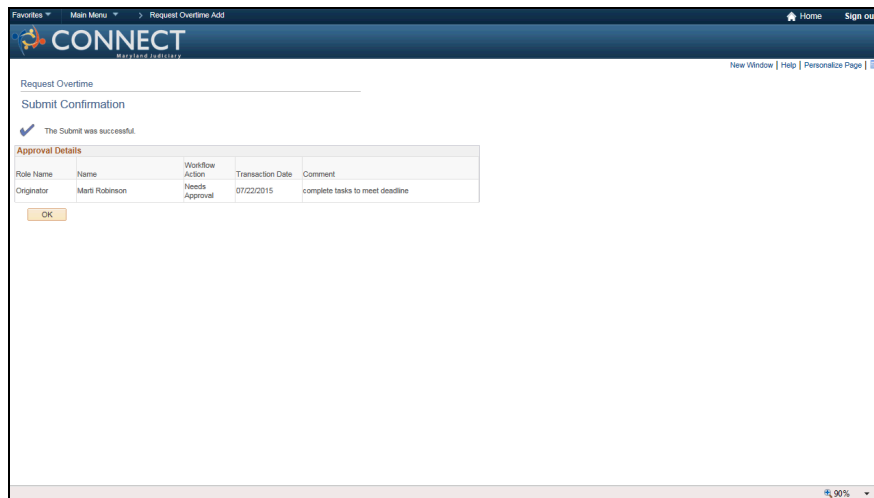
Step	Action	Notes
7.	Click the Overtime Requests link. 	

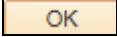


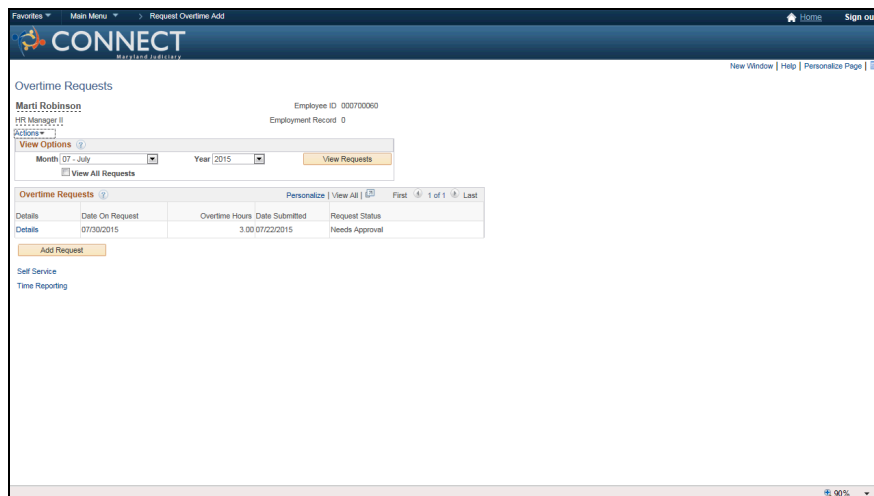
Step	Action	Notes
8.	Click the Add Request button. 	

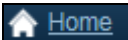


Step	Action	Notes
9.	Click the Choose a date button. The date must be the current date or a future date. An overtime request cannot be submitted for a prior date. 	
10.	For this example use the month of July and select Thursday 30. Click the 30 link. 	
11.	Click in the Overtime Hours field. 	
12.	Enter " 3 " into the Overtime Hours field.	
13.	Click in the Comment field. Always enter comments.	
14.	Enter " complete tasks to meet deadline " into the Comment field.	
15.	Click the Submit button. 	



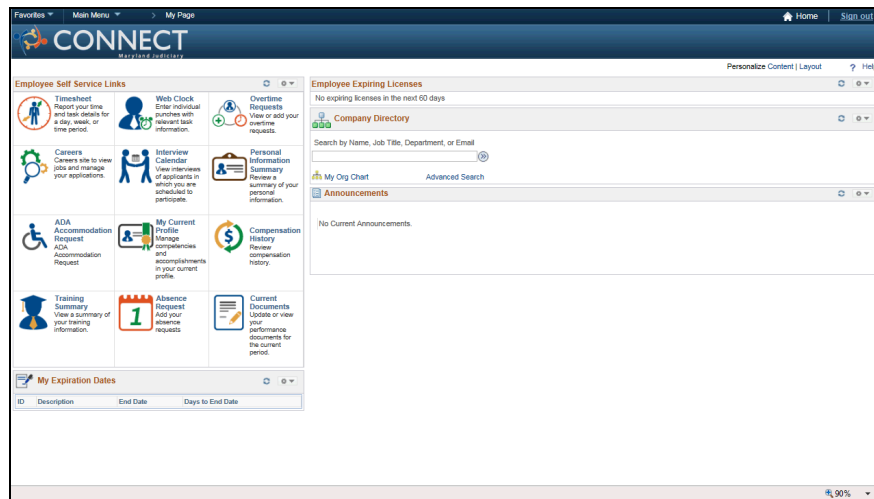
Step	Action	Notes
16.	Click the OK button. 	
17.	Notice the Request Status displays "Needs Approval". The approval will be routed to your Manager.	




Step	Action	Notes
18.	You have completed requesting approval for overtime. Click the Home link. 	

TRAINING GUIDE

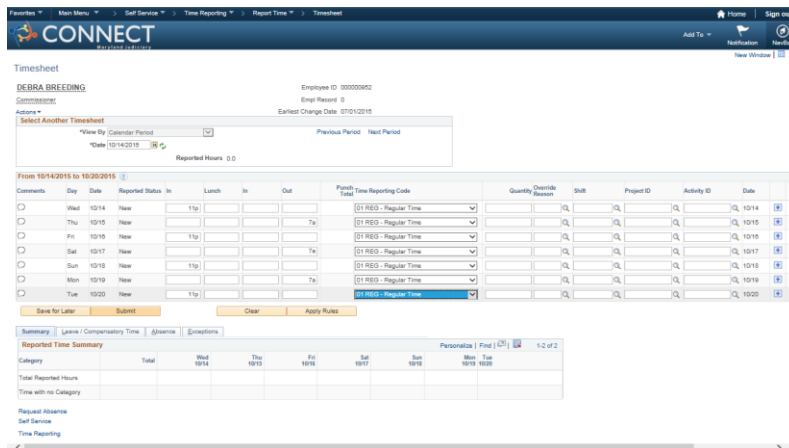
CONNECT Employee Self Service



Step	Action	Notes
19.	Click the Sign out link. 	
20.	You have completed the Request Overtime topic. End of Procedure.	

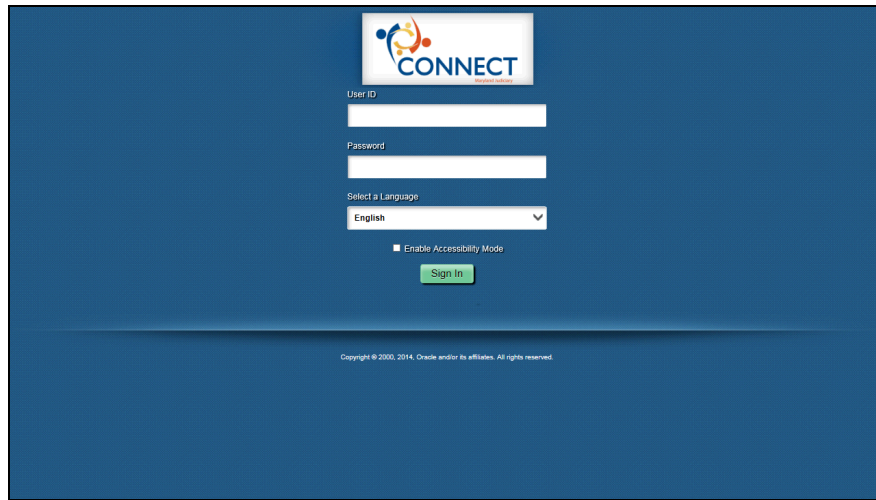
Report Time - Commissioner with Overnight Shift

This topic demonstrates time reporting as a commissioner user with an **overnight shift**.






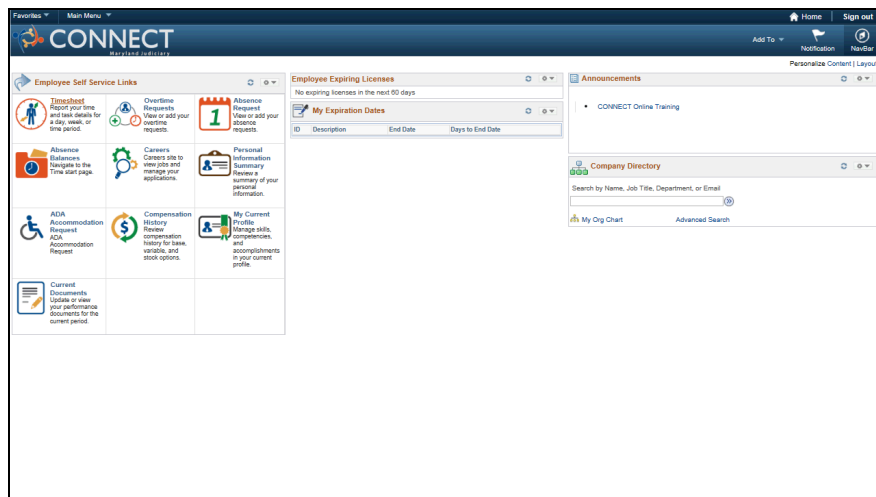
Procedure

In this topic, a Commissioner will enter time on their timesheet. For this example, the Commissioner has an overnight schedule.



The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password', a 'Select a Language' dropdown menu set to 'English', and a checkbox for 'Enable Accessibility Mode'. A green 'Sign In' button is positioned below the checkbox. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " debra.breeding " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



The dashboard is titled 'CONNECT' and includes a 'Main Menu' and 'Sign out' link. It features several sections: 'Employee Self Service Links' with icons for TimeSheet, Overtime Requests, Absence Request, Personal Information Summary, ADA Accommodation Request, Compensation History, and My Current Profile; 'Employee Expiring Licenses' showing a table with columns for Description, End Date, and Days to End Date; and 'Announcements' with a list of items. A 'Company Directory' search bar is also present.

Step	Action	Notes
6.	Click the Timesheet link. 	
7.	Click in the In field. 	
8.	Enter " 11p " into the In field.	
9.	Click the Time Reporting Code drop-down list. 	
10.	Click the 01 REG - Regular Time list item. 	
11.	Click in the Out field. 	
12.	Enter " 7a " into the Out field.	
13.	Click the Time Reporting Code drop-down list. 	
14.	Click the 01 REG - Regular Time list item. 	
15.	Click in the In field. 	
16.	Enter " 11p " into the In field.	
17.	Click the Time Reporting Code drop-down list. 	
18.	Click the 01 REG - Regular Time list item. 	
19.	Click in the Out field. 	
20.	Enter " 7a " into the Out field.	
21.	Click the Time Reporting Code drop-down list. 	
22.	Click the 01 REG - Regular Time list item. 	
23.	Click in the In field. 	
24.	Enter " 11p " into the In field.	
25.	Click the Time Reporting Code drop-down list. 	

Step	Action	Notes
26.	Click the 01 REG - Regular Time list item. 	
27.	Click in the Out field. 	
28.	Enter " 7a " into the Out field.	
29.	Click the Time Reporting Code drop-down list. 	
30.	Click the 01 REG - Regular Time list item. 	
31.	Click in the In field. 	
32.	Enter " 11p " into the In field.	
33.	Click the Time Reporting Code drop-down list. 	
34.	Click the 01 REG - Regular Time list item. 	
35.	Click the Submit button. 	
36.	Click the OK button to certify the time is true and accurate. 	
37.	Click the OK button. 	
38.	In the Reported Time Summary section, it displays the Commissioner worked 3 days.	
39.	Click the Home link. 	
40.	Click the Sign out link. 	
41.	You have completed the Report Time - Commissioner topic. End of Procedure.	

Report Time - Recall Judges

Procedure


In this topic, you will complete a timesheet for a Recall Judge.

TRAINING GUIDE


CONNECT Employee Self Service

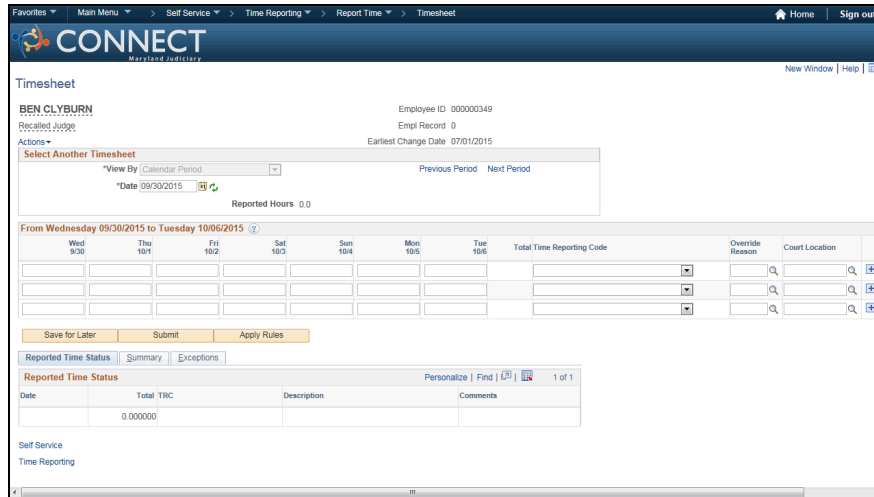





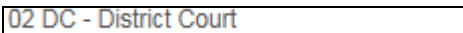


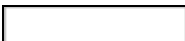
The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. A link for 'Set Trace Flags' is located below the button. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'



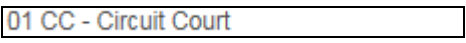

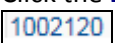
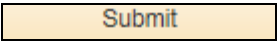
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " ben.clyburn " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	

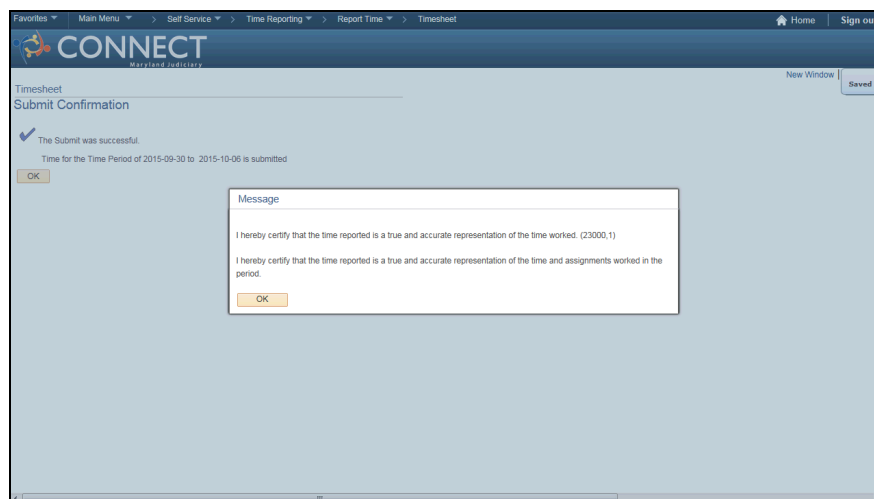
The dashboard displays various 'pagelets' for user navigation. On the left, the 'Employee Self Service Links' pagelet contains icons and links for: Timesheet, Overtime Requests, Absence Request, Careers, Interview Calendar, Personal Information Summary, ADA Accommodation Request, My Current Profile, Training Summary, Compensation History, and Current Documents. The top right shows 'Employee Expiring Licenses' with a table header (ID, Description, End Date, Days to End Date) and 'Announcements' (No Current Announcements). Below these is the 'Company Directory' search bar and 'My Org Chart' link.

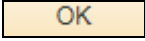

Step	Action	Notes
7.	To report time, click the Timesheet link. 	
8.	For this example, we are accessing a timesheet for a Recall Judge. He will report time worked at 2 different Court Locations for the week of September 30th.	

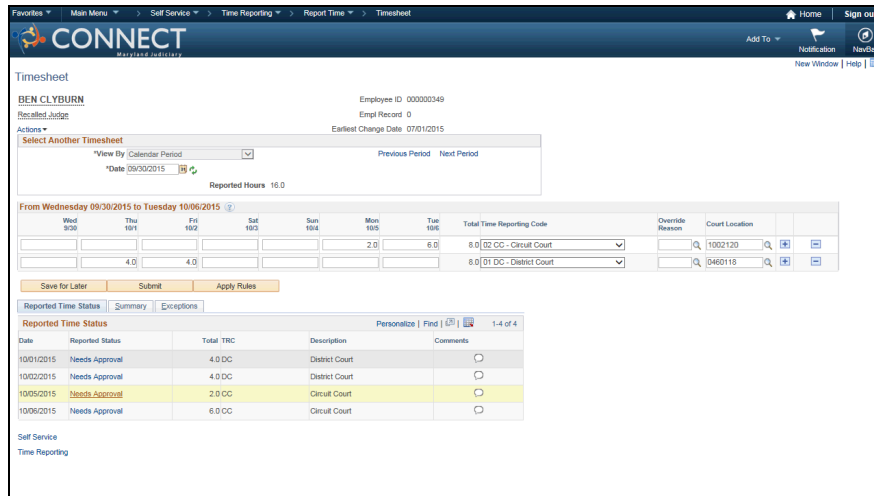


Step	Action	Notes
9.	Click in the Row 1 Thu field. 	
10.	Enter "4" into the Row 1 Thu field.	
11.	Click in the Row 1 Fri field. 	
12.	Enter "4" into the Row 1 Fri field.	
13.	Click the Time Reporting Code drop-down list. 	
14.	Click the 02 DC - District Court list item. 	
15.	Click the Look up Court Location button. 	
16.	Click the 0460118 link for District Court - Frederick County. 	
17.	Click in the Row 2 Mon field. 	

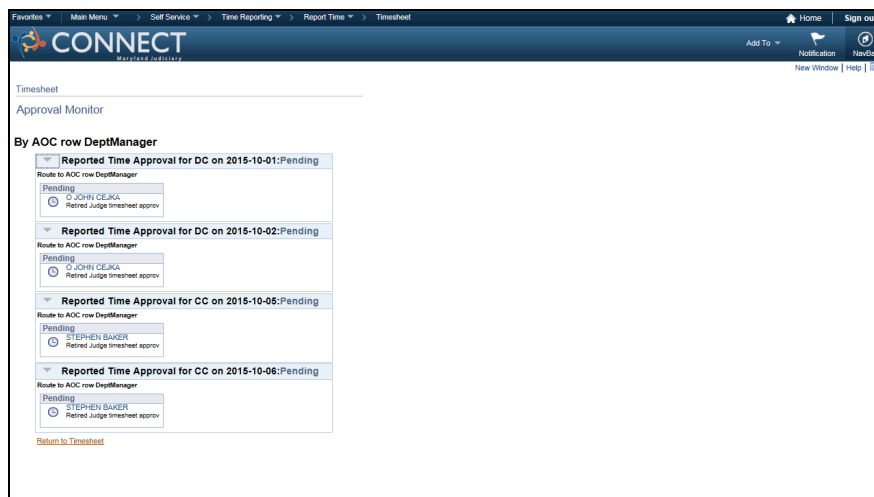
Step	Action	Notes
18.	Enter "2" into the Row 2 Mon field.	
19.	Click in the Row 2 Tue field. 	
20.	Enter "6" into the Row 2 Tue field.	
21.	Click the Time Reporting Code drop-down list. 	
22.	Click the 01 CC - Circuit Court list item. 	
23.	Click the Look up Court Location button. 	
24.	Click the 1002120 link for Circuit Court - Anne Arundel County. 	
25.	Make sure to review your inputs before submitting . Click the Submit button. 	
26.	Notice the Processing ...Please wait icon indicating the timesheet is being saved. Note: this may happen quickly and you may not notice it.	



Step	Action	Notes
27.	<p>This message is alerting you to certify the reported time is accurate.</p> <p>Click the OK button.</p> 	
28.	<p>Click the OK button.</p> 	



Step	Action	Notes
29.	<p>Click the Needs Approval link.</p> 	



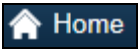
TRAINING GUIDE

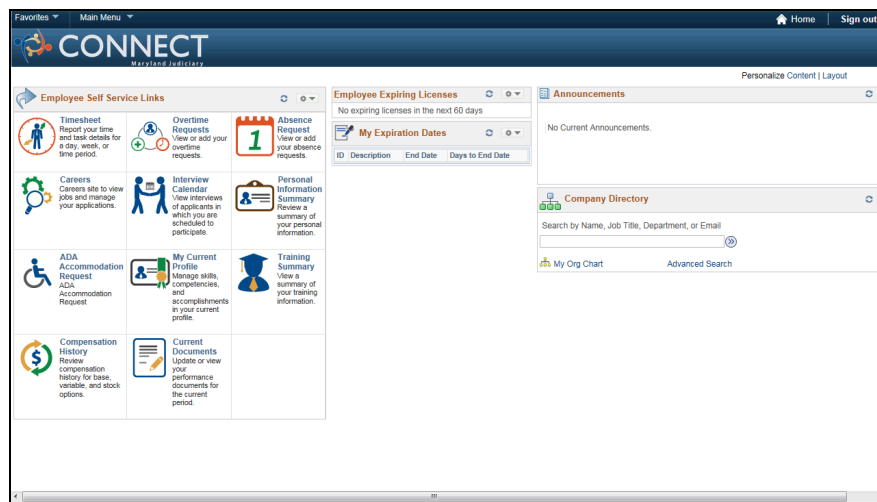
CONNECT Employee Self Service

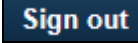


Step	Action	Notes
30.	<p>Notice the Approver for DC - District Court is O John Cejka and the Approver for CC - Circuit Court is Stephen Baker.</p> <p>Click the Return to Timesheet link.</p> <p>Return to Timesheet</p>	

Step	Action	Notes
31.	<p>Click the Summary tab.</p> <p>Summary</p>	
32.	<p>Click the Exceptions tab.</p> <p>Exceptions</p>	

Step	Action	Notes
33.	<p>You have submitted a timesheet for a Recall Judge that worked at 2 different court locations.</p> <p>Click the Home link.</p> 	



Step	Action	Notes
34.	<p>Click the Sign out link.</p> 	
35.	<p>You have completed the Report Time - Recall Judges topic.</p> <p>End of Procedure.</p>	

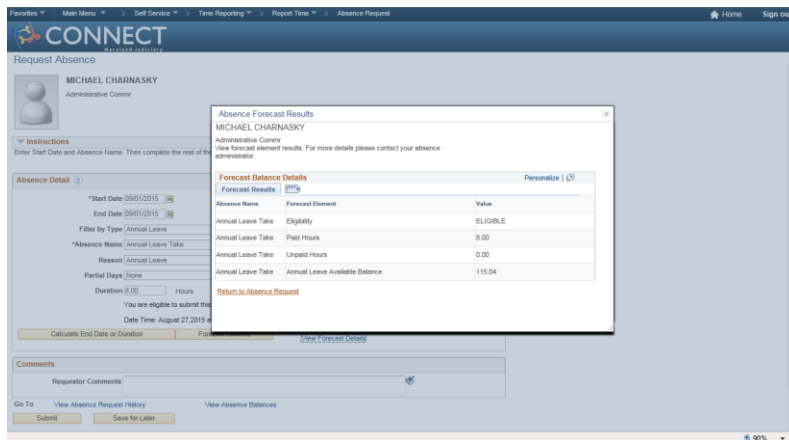
Absence Requests

Request Time Off with Balance Forecasting - Annual Leave

Request Time Off with Balance Forecasting - Annual Leave

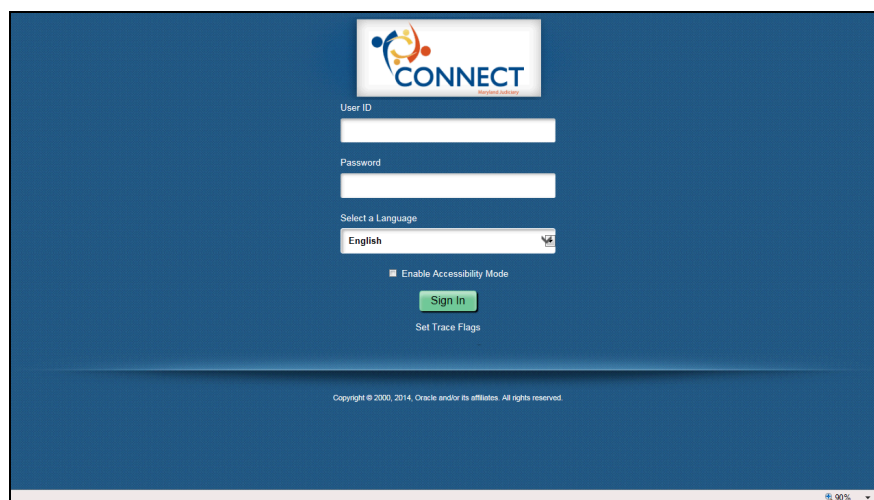
TRAINING GUIDE



CONNECT Employee Self Service




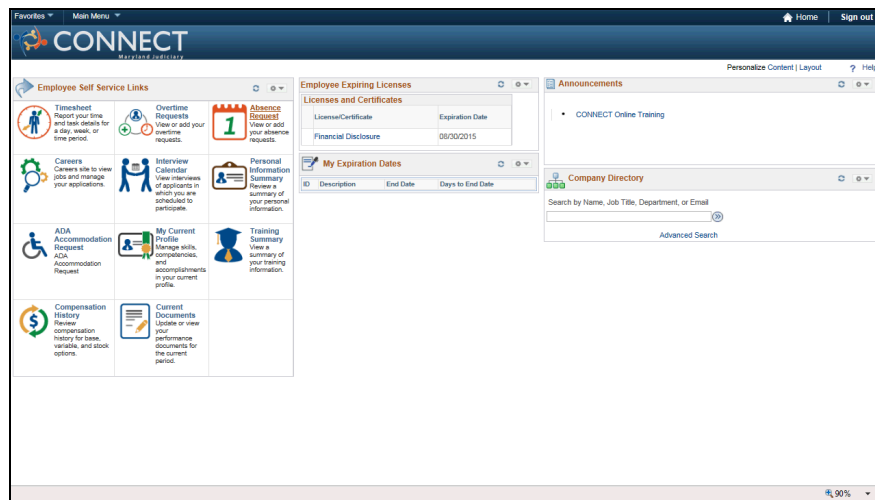
Procedure

In this topic, you will request time off using annual leave as an employee. You will ensure you are eligible to request annual leave by forecasting.

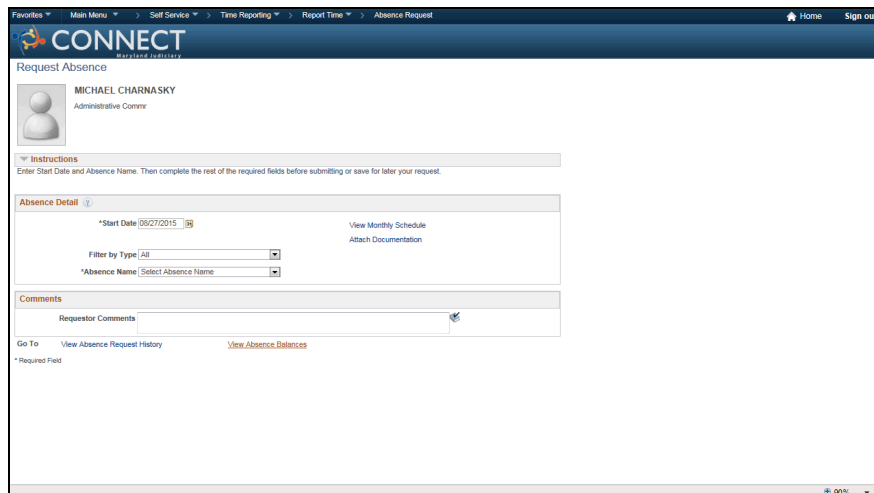


Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " michael.charnasky " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	

Step	Action	Notes
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	



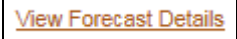

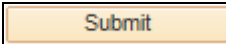

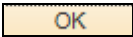
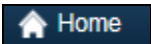


Step	Action	Notes
7.	Click the Absence Request link. 	



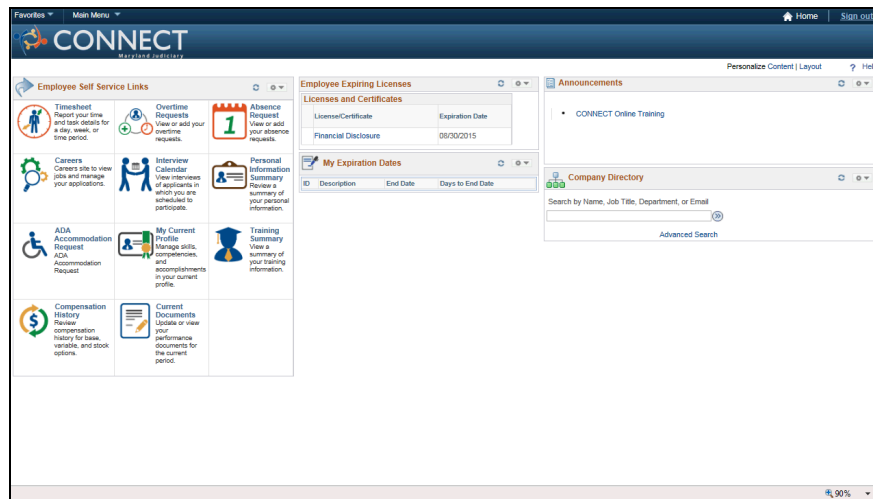
The screenshot shows the 'Request Absence' form in the CONNECT HCM system. The form is titled 'Request Absence' and is for user 'MICHAEL CHARNASKY, Administrative Commr'. It includes an 'Instructions' section, an 'Absence Detail' section with fields for 'Start Date' (06/27/2015), 'Filter by Type' (All), and 'Absence Name' (Select Absence Name). There are also links for 'View Monthly Schedule' and 'Attach Documentation'. A 'Comments' section is at the bottom with a 'Requestor Comments' field. The form is marked as a 'Required Field'.


Step	Action	Notes
8.	<p>Before submitting an absence request, you can view your current available absence balances.</p> <p>Click the View Absence Balances link.</p> <p>View Absence Balances</p>	
9.	The View Absence Balances page will list the available absence balances as of the last pay period.	
10.	<p>Click the Return to Absence Request link.</p> <p>Return to Absence Request</p>	
11.	<p>Double-click in the Start Date field.</p> <p><input type="text" value="08/27/2015"/></p>	
12.	<p>To clear the field, Press [Backspace].</p>	
13.	Enter " 09/01/2015 " into the Start Date field.	
14.	<p>Click the Filter by Type drop-down list.</p> <p><input type="text" value="All"/></p>	
15.	<p>Click the Annual Leave list item.</p> <p><input type="text" value="Annual Leave"/></p>	
16.	<p>Click the Absence Name drop-down list.</p> <p><input type="text" value="Select Absence Name"/></p>	
17.	<p>Click the Annual Leave Take list item.</p> <p><input type="text" value="Annual Leave Take"/></p>	
18.	<p>Depending on the Absence Name selected, the Current Balance for the Absence Name will be displayed.</p> <p>For example, Accident Leave Take will not display a current available balance.</p>	
19.	<p>Click the Reason drop-down list.</p> <p><input type="text" value="Select Absence Reason"/></p>	
20.	<p>Click the Annual Leave list item.</p> <p><input type="text" value="Annual Leave"/></p>	
21.	<p>If applicable, you can attach documentation to support your request.</p> <p>For this example, do not attach a document.</p>	
22.	<p>Click in the Duration field.</p> <p><input type="text"/></p>	

Step	Action	Notes
23.	Enter "8" into the Duration field.	
24.	Click the Calculate End Date or Duration button. 	
25.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 8 hours on 9/1/2015.	
26.	Click the Forecast Balance button. 	
27.	This message is confirming the employee has enough leave to submit the absence request.	
28.	Click the View Forecast Details link. 	
29.	The Absence Forecast Results page indicates that the employee is ELIGIBLE to take 8 paid hours of Annual Leave Take from their Annual Leave Take Available Balance.	
30.	Click the Return to Absence Request link. 	
31.	Click the Submit button. 	
32.	To submit the absence request, Click the Yes button. 	
33.	Click the OK button. 	
34.	After submission, the absence request is routed to the employee's Manager for approval.	
35.	Click the Home link. 	

TRAINING GUIDE

CONNECT Employee Self Service



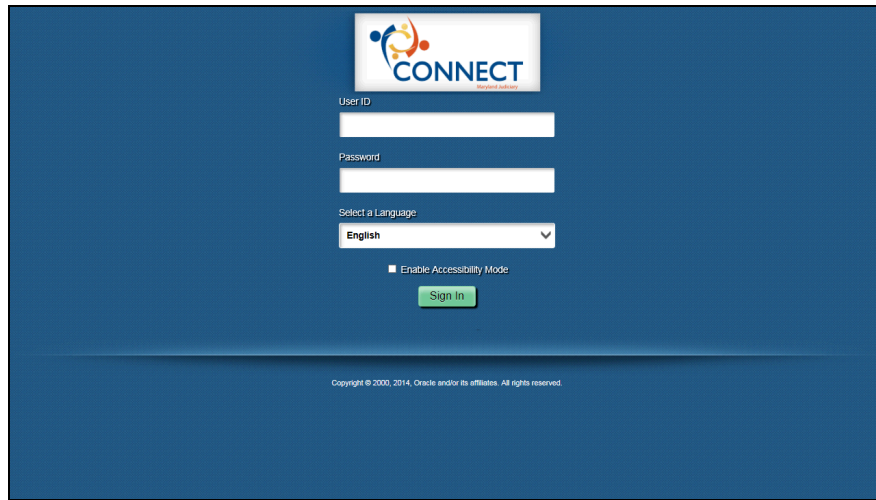
Step	Action	Notes
36.	Click the Sign out link. 	
37.	You have completed the Request Time Off with Balance Forecasting - Annual Leave topic. End of Procedure.	

Request Time Off - Commissioner with Holiday and Weekend




In this demonstration a commissioner requests time off during a holiday and weekend.

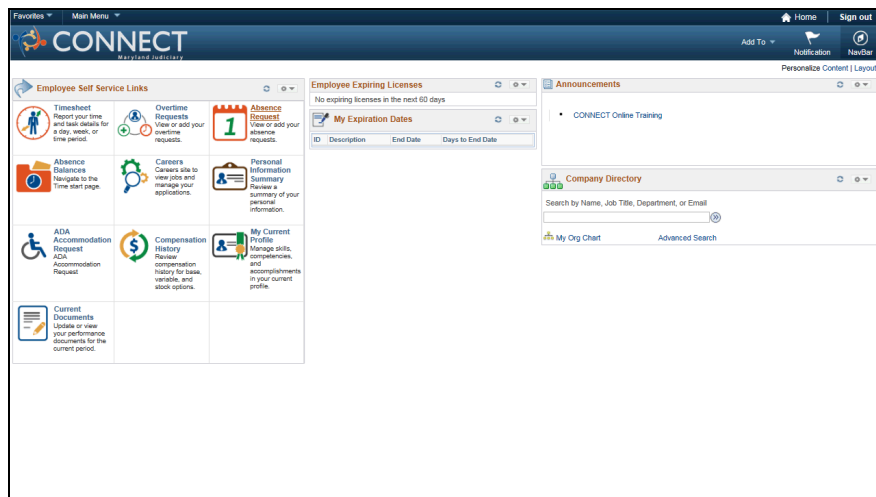
Procedure

In this topic, a Commissioner will submit an absence request that includes a holiday and a weekend.



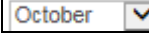
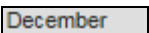



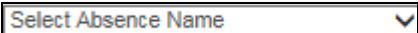

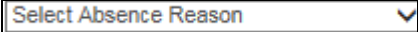


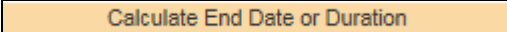
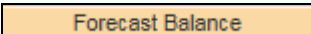


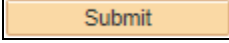
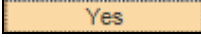
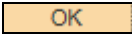
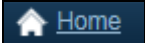
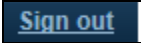
The login screen features the CONNECT logo at the top center. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " william.wilhelm " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	



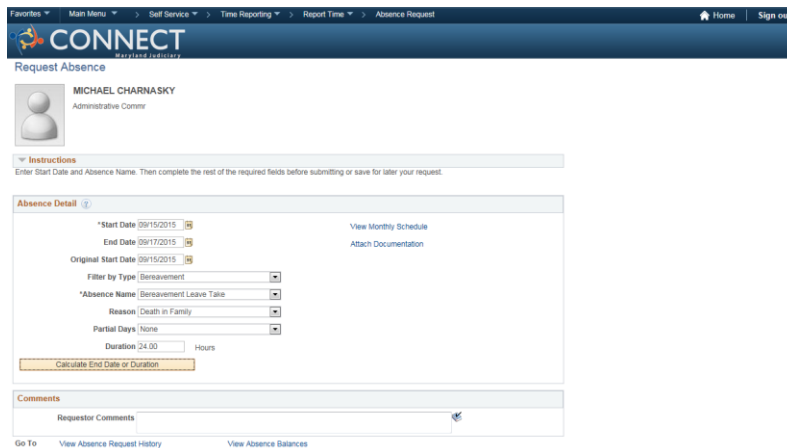
The dashboard is titled 'CONNECT' and includes a 'Main Menu' and 'Sign out' link. It features several sections: 'Employee Self Service Links' with icons for Timesheet, Overtime, Absence, Career, Personal Information, ADA, Compensation, and My Current Profile; 'Employee Expiring Licenses' showing a table with columns for Description, End Date, and Days to End Date; 'Announcements' with a link to 'CONNECT Online Training'; and a 'Company Directory' search bar. The bottom right corner has a 'My Org Chart' and 'Advanced Search' link.

Step	Action	Notes
6.	Click the Absence Request link. 	
7.	Click the Choose a date button. 	
8.	Click the drop-down list for months. 	
9.	Click the December list item. 	
10.	Click 24 . 	
11.	Click the Filter by Type drop-down list. 	
12.	Click the Annual Leave list item. 	
13.	Click the Absence Name drop-down list. 	
14.	Click the Annual Leave Take list item. 	
15.	Click the Reason drop-down list. 	
16.	Click the Annual Leave list item. 	
17.	Depending on the Absence Name selected, the Current Balance for the Absence Name will be displayed.	
18.	Click in the Duration field. 	
19.	Enter " 24 " into the Duration field.	
20.	Click the Calculate End Date or Duration button. 	
21.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 24 hours or 3 days.	
22.	Click the Forecast Balance button. 	

Step	Action	Notes
23.	This message is confirming the employee has enough leave to submit the absence request.	
24.	Click the Submit button. 	
25.	Click the Yes button to submit. 	
26.	Click the OK button. 	
27.	After submission, the absence request is routed to the employee's Manager for approval.	
28.	Click the Home link. 	
29.	Click the Sign out link. 	
30.	You have completed the Request Time Off - Commissioner with Holiday and Weekend topic. End of Procedure.	

Request Time Off without Balance Forecasting - Bereavement

Request Time Off without Balance Forecasting - Bereavement



The screenshot shows the 'Request Absence' form in the CONNECT system. The user is MICHAEL CHARNASKY, Administrative Commr. The form includes fields for Start Date (09/15/2015), End Date (09/17/2015), and Original Start Date (09/15/2015). The Filter by Type is set to Bereavement, and the Absence Name is Bereavement Leave Take. The Reason is Death in Family, and Partial Days is None. The Duration is 24.00 Hours. There are buttons for 'Calculate End Date or Duration', 'View Monthly Schedule', and 'Attach Documentation'. At the bottom, there is a 'Comments' section with a 'Requestor Comments' field and a 'Go To' section with links for 'View Absence Request History' and 'View Absence Balances'.

Procedure


In this topic, you will request time off for bereavement.

TRAINING GUIDE

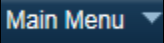


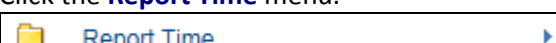

CONNECT Employee Self Service

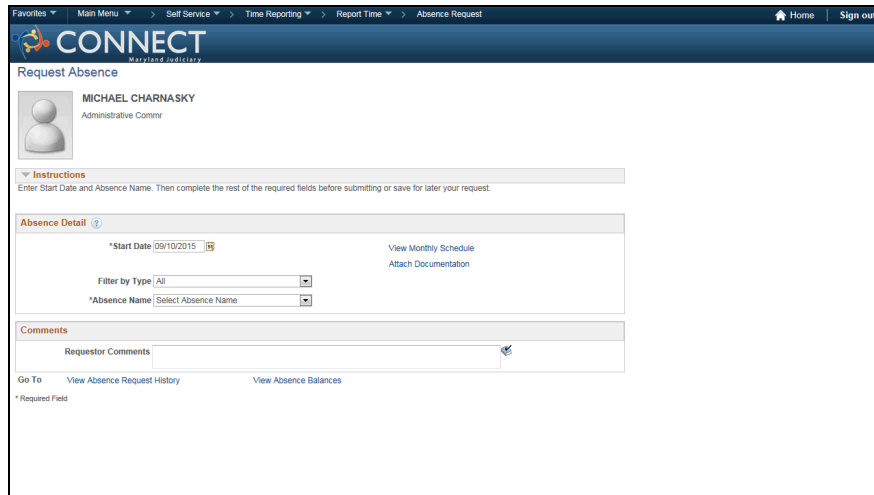


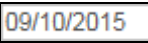


The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. A link for 'Set Trace Flags' is located below the button. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

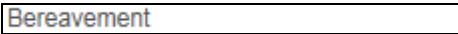



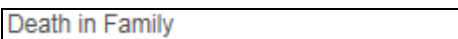

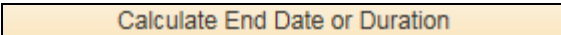
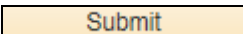
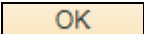
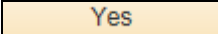
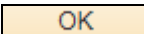
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " michael.charnasky " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	

The dashboard displays various 'pagelets' for quick access. On the left, the 'Employee Self Service Links' pagelet contains icons for Timesheet, Overtime Requests, Absence Request, Interview Calendar, Personal Information Summary, ADA Accommodation Request, My Current Profile, Training Summary, Compensation History, and Current Documents. Other pagelets include 'Employee Expiring Licenses' with a table for expiration dates, 'Announcements' showing 'CONNECT Online Training', and a 'Company Directory' search bar. The top navigation bar includes 'Favorites', 'Main Menu', 'Home', and 'Sign Out'.

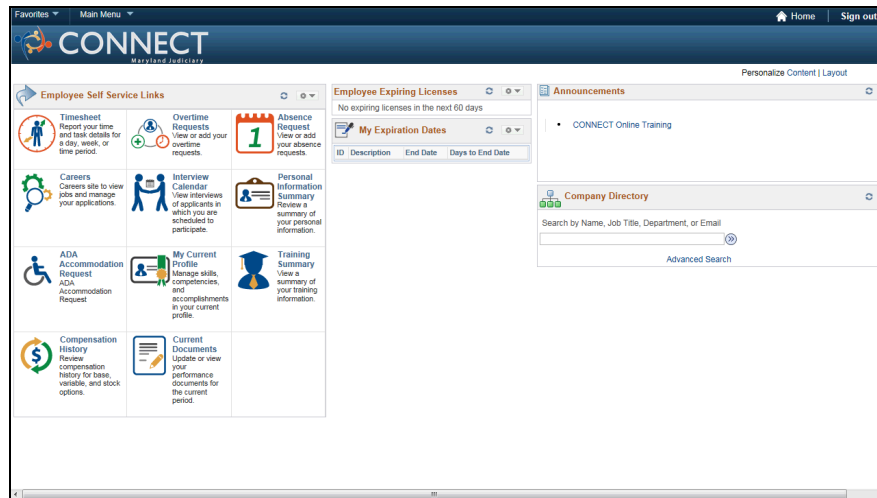
Step	Action	Notes
7.	Click the Main Menu button. 	
8.	Click the Self Service menu. 	
9.	Click the Time Reporting menu. 	
10.	Click the Report Time menu. 	
11.	Click the Absence Request menu. 	




Step	Action	Notes
12.	Double-click in the Start Date field. 	
13.	To clear the field, Press [Backspace] .	
14.	Enter " 09/15/2015 " into the Start Date field.	
15.	Click the Filter by Type drop-down list. 	
16.	Click the Filter by Type drop-down list. 	

Step	Action	Notes
17.	Click the Bereavement list item. 	
18.	Click the Absence Name drop-down list. 	
19.	Click the Bereavement Leave Take list item. 	
20.	Click the Reason drop-down list. 	
21.	Click the Death in Family list item. 	
22.	Click in the Duration field. 	
23.	If applicable, you can attach documentation to support your request. For this example, do not attach a document.	
24.	Enter " 24 " into the Duration field.	
25.	Click the Calculate End Date or Duration button. 	
26.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 24 hours or 3 days.	
27.	Click the Vertical scrollbar to move down the page.	
28.	Click the Submit button. 	
29.	To acknowledge the message for documentation, click the OK button. 	
30.	To submit the absence request, Click the Yes button. 	
31.	Click the OK button. 	
32.	After submission, the absence request is routed to the employee's Manager for approval.	

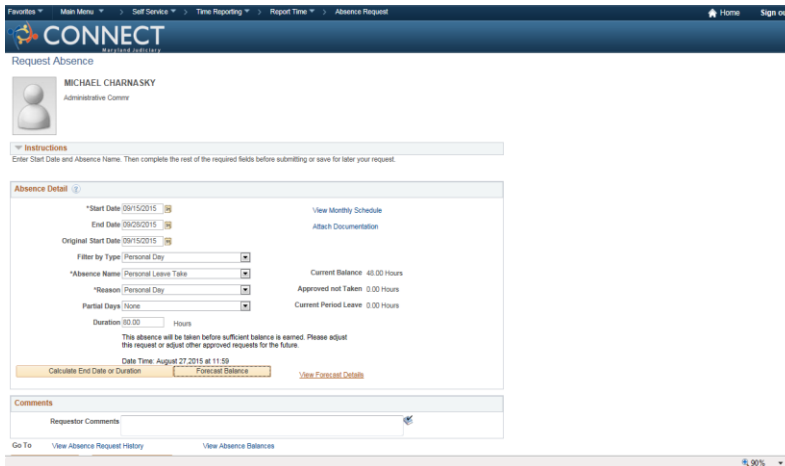
Step	Action	Notes
33.	Click the Home link.  Home	



Step	Action	Notes
34.	Click the Sign out link.  Sign out	
35.	You have completed the Request Time Off without Balance Forecasting - Bereavement topic. End of Procedure.	

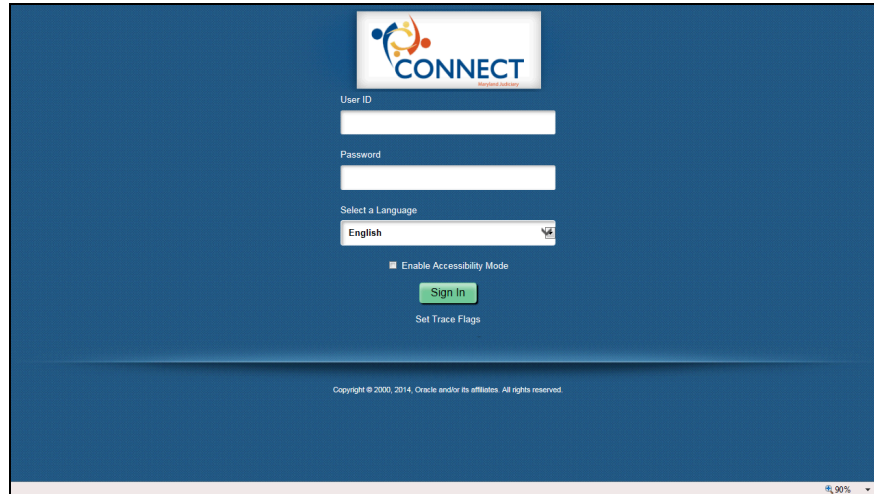
Request Time Off - Insufficient Balance




Request Time Off - Insufficient Balance

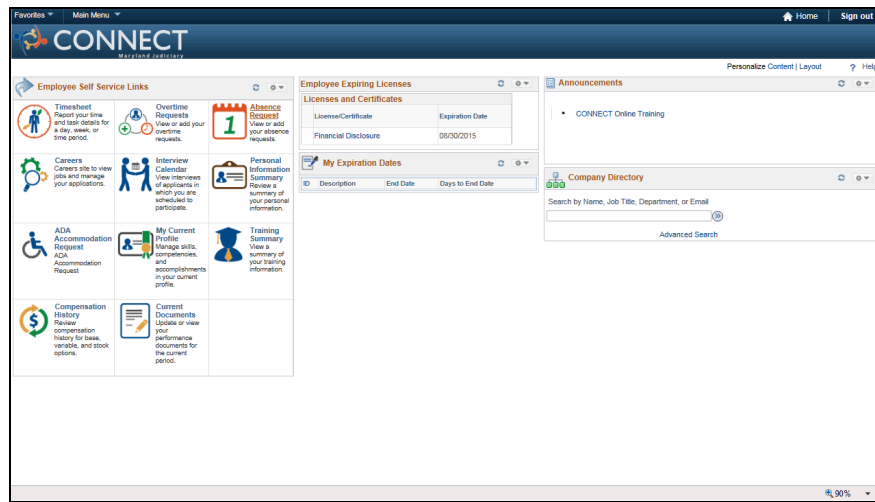


Procedure

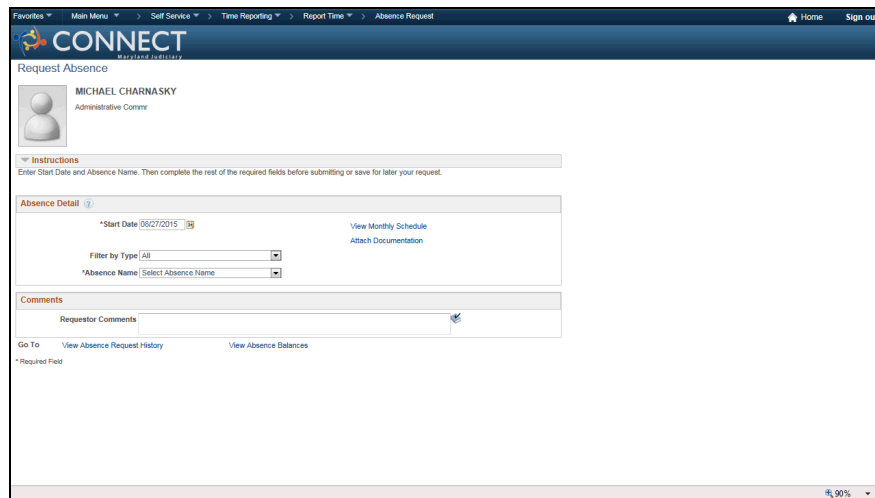
In this topic, you will attempt to request time off without having a sufficient leave balance.

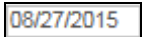









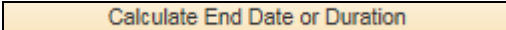
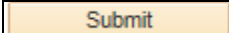
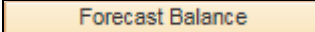
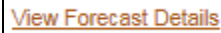
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " michael.charnasky " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	



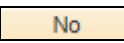


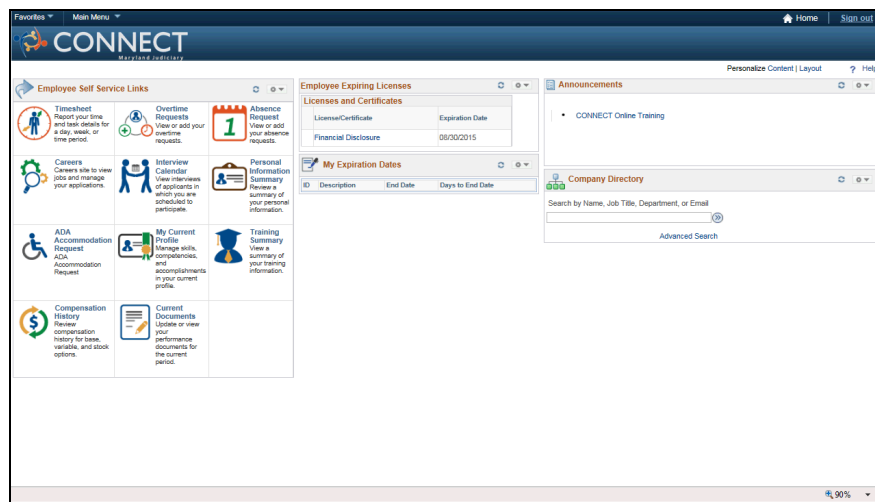
Step	Action	Notes
7.	Click the Absence Request link. 	




Step	Action	Notes
8.	Double-click in the Start Date field. 	
9.	To clear the field, Press [Backspace] .	
10.	Enter " 09/15/2015 " into the Start Date field.	
11.	Click the Filter by Type drop-down list. 	

Step	Action	Notes
12.	Click the Personal Day list item. 	
13.	Click the Absence Name drop-down list. 	
14.	Click the Personal Leave Take list item. 	
15.	Depending on the Absence Name selected, the Current Balance for the Absence Name will be displayed. For example, Accident Leave Take will not display a current available balance.	
16.	Click the Reason drop-down list. 	
17.	Click the Personal Day list item. 	
18.	If applicable, you can attach documentation to support your request. For this example, do not attach a document.	
19.	Click in the Duration field. 	
20.	Enter " 80 " into the Duration field.	
21.	Click the Calculate End Date or Duration button. 	
22.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 80 hours or 10 days.	
23.	Click the Submit button. 	
24.	Notice the message indicating you must forecast your balance before submitting the request.	
25.	Click the Forecast Balance button. 	
26.	This message is confirming the employee does not have enough leave to submit the absence request.	
27.	Click the View Forecast Details link. 	

Step	Action	Notes
28.	The Absence Forecast Results page indicates that the employee is INELIGIBLE to take 80 paid hours of Personal Leave Take. The employee only has 48 paid hours available.	
29.	Click the Return to Absence Request link. 	
30.	Click the Home link. 	
31.	Since the request was not able to be completed, click the No button to discard the request. 	



Step	Action	Notes
32.	Click the Sign out link. 	
33.	You have completed the Request Time Off - Insufficient Balance topic. End of Procedure.	

Request an Extended Absence - FMLA Timeframe

Request an Extended Absence - FMLA Timeframe

TRAINING GUIDE

CONNECT Employee Self Service



Request Extended Absence

MICHAEL CHARNASKY
Administrative Center

Enter Start Date, Expected End Date and Absence Type. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details

*Start Date: 09/09/2015
*Expected Return Date: 09/09/2015
Actual Return Date:
Absence Type: Family and Medical Leave Act
*Absence Name: FMLA Title
Absence Reason:
Current Balance: 480.00 Hours**

Related Links
FAQ

Absence Requests

Absence Request	Status	Start Date	End Date	Duration	Source
Bereavement Leave Take	Approved	09/09/2015	09/09/2015	8 Hours	Manager Timesheet

Requester Comments:

Procedure

In this topic, you will request approval for an FLMA timeframe.

CONNECT
Employee Self Service

User ID

Password


Select a Language
English

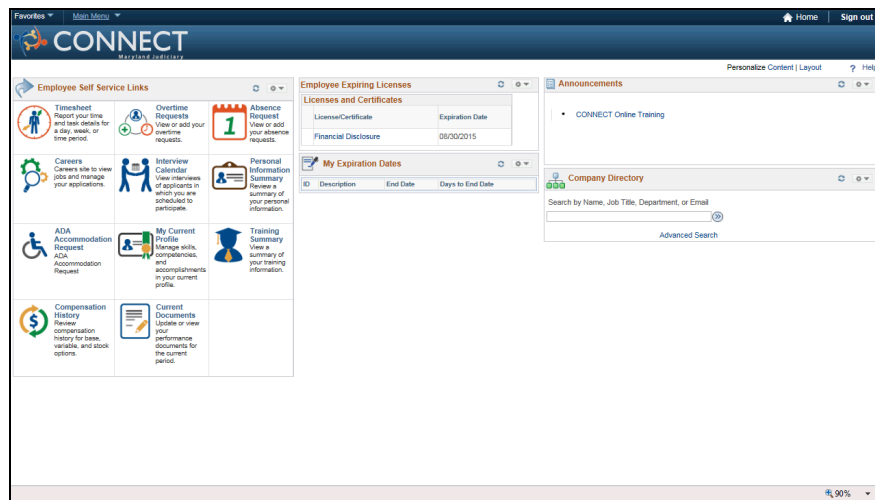
☐ Enable Accessibility Mode






[Set Trace Flags](#)

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Step	Action	Notes
1.	Click in the User ID field. <input type="text"/>	
2.	Enter " michael.charnasky " into the User ID field.	
3.	Click in the Password field. <input type="password"/>	
4.	Enter " welcome1 " into the Password field.	

Step	Action	Notes
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	




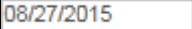
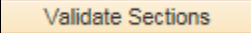
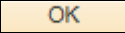

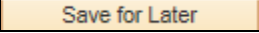
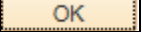
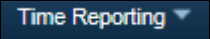

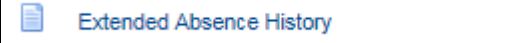
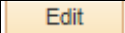

Step	Action	Notes
7.	Click the Main Menu button. 	
8.	Click the Self Service menu. 	
9.	Click the Time Reporting menu. 	
10.	Click the Report Time menu. 	
11.	Click the Extended Absence Request menu. 	

TRAINING GUIDE

CONNECT Employee Self Service

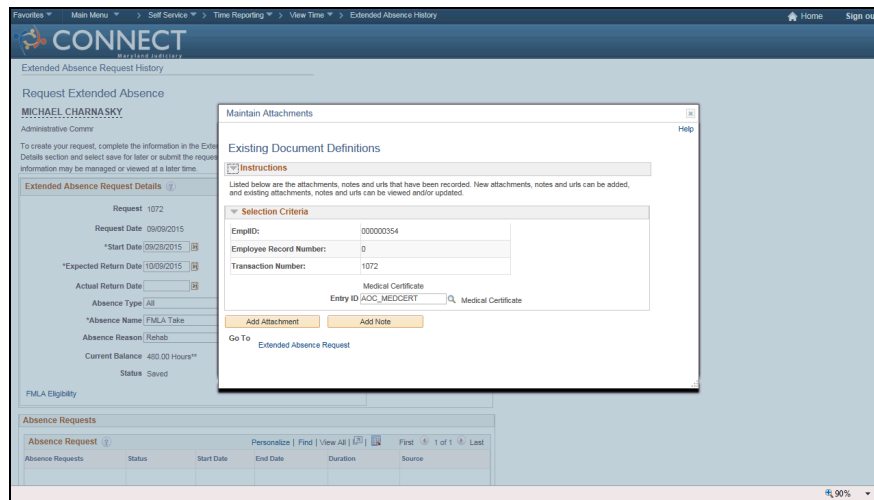


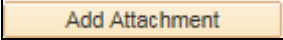

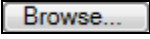
Step	Action	Notes
12.	Double-click in the Start Date field. 	
13.	To clear the field, Press [Backspace] .	
14.	Enter " 09/28/2015 " into the Start Date field.	
15.	Click in the Expected Return Date field. 	
16.	Enter " 10/9/2015 " into the Expected Return Date field.	
17.	Click the Absence Type drop-down list. 	
18.	Click the Family and Medical Leave Act list item. 	
19.	Click the Absence Name drop-down list. 	
20.	Click the FMLA Take list item. 	
21.	Once FMLA Take is selected, the Current Balance is displayed on the page.	
22.	Click the Absence Reason drop-down list. 	
23.	Click the Rehab list item. 	
24.	Notice the page also displays previously submitted absence requests.	

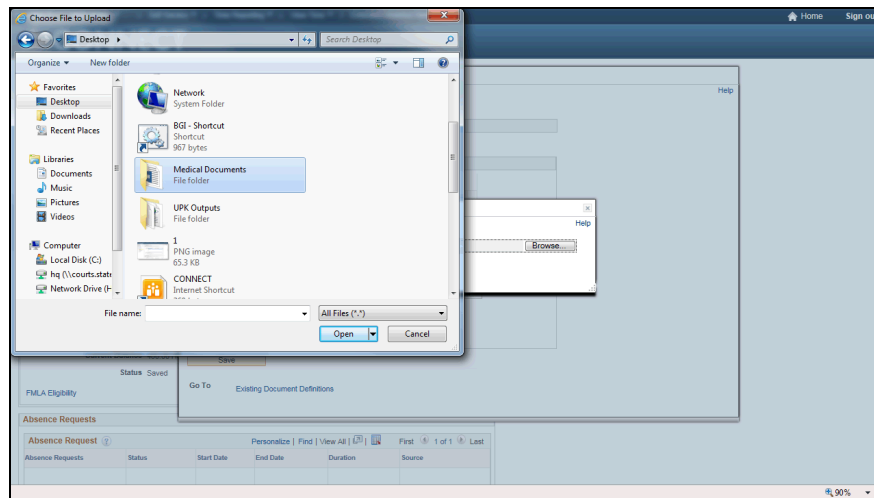
Step	Action	Notes
25.	Click the FMLA Eligibility link. 	
26.	The FMLA Eligibility section will be populated based on employee job data.	
27.	Click the Vertical scrollbar to move down the page.	
28.	Double-click in the Date Change Will Take Effect field. 	
29.	To clear the field, Press [Backspace] .	
30.	Enter " 09/28/2015 " into the Date Change Will Take Effect field.	
31.	Click the Validate Sections button. 	
32.	This message is confirming the employee is eligible to use FMLA. Click the OK button. 	
33.	Click the Return to Extended Absence Request link. 	
34.	Click the Save for Later button. 	
35.	This message is confirming the request was saved. For this example, you will edit the request before submitting. Click the OK button. 	
36.	Click the Time Reporting button. 	
37.	Click the View Time menu. 	
38.	Click the Extended Absence History menu. 	
39.	Notice the FMLA Take Status for the request is Saved.	
40.	Click the Edit button. 	
41.	Click the Medical Certificate (0) link to add and/or view attachments. 	

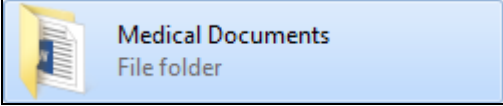
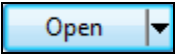
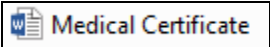
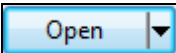
TRAINING GUIDE

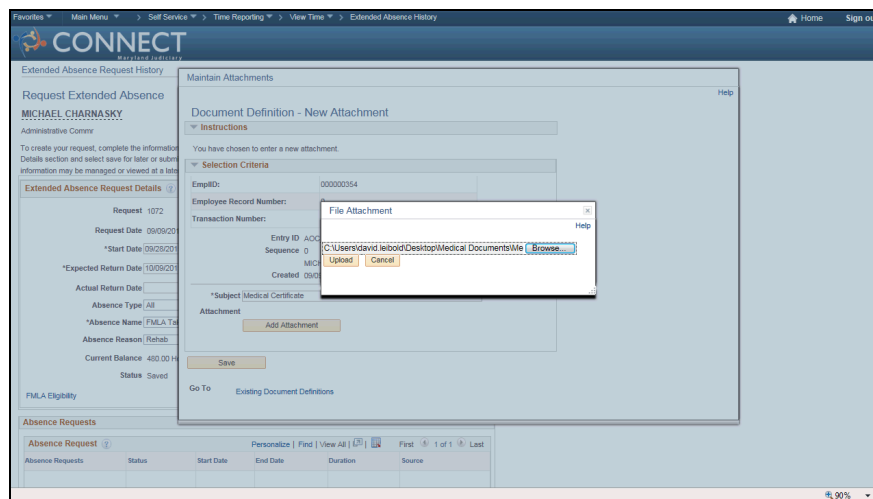
CONNECT Employee Self Service

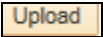
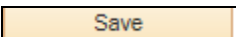
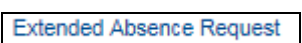


Step	Action	Notes
42.	Click the Add Attachment button. 	
43.	Click in the Subject field.	
44.	Enter " Medical Certificate " into the Subject field.	
45.	Click the Add Attachment button. 	
46.	Click the Browse... button. 	



Step	Action	Notes
47.	For this example, we are accessing the document from the Desktop. Click the Medical Documents list item. 	
48.	Click the Open button. 	
49.	Click the Medical Certificate list item. 	
50.	Click the Open button. 	



Step	Action	Notes
51.	Click the Upload button. 	
52.	Click the Save button. 	
53.	Click the Extended Absence Request link. 	

TRAINING GUIDE

CONNECT Employee Self Service



CONNECT Employee Self Service - Extended Absence History

Expected Return Date: 10/09/2015

Actual Return Date: [Date Picker]

Absence Type: All

Absence Name: FMLA Take

Absence Reason: Rehab

Current Balance: 400.00 Hours**

Status: Saved

FMLA Eligibility

Other Documents: Medical Certificate (1)

Absence Requests

Absence Request	Status	Start Date	End Date	Duration	Source

Request History




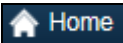
Status	Name	Date	Comments
Saved For Later-Not Submitted	MICHAEL CHARNOVSKY	09/09/2015	

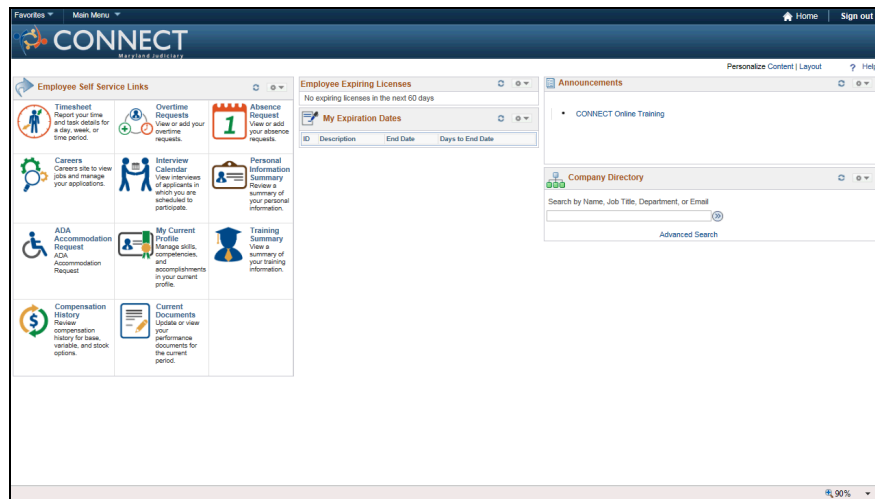
Requestor Comments: [Text Area]

Return to Extended Absence Request History

Submit Save for Later Cancel

* Required Field
**Disclaimer: The current balance does not reflect absences that have not been processed.

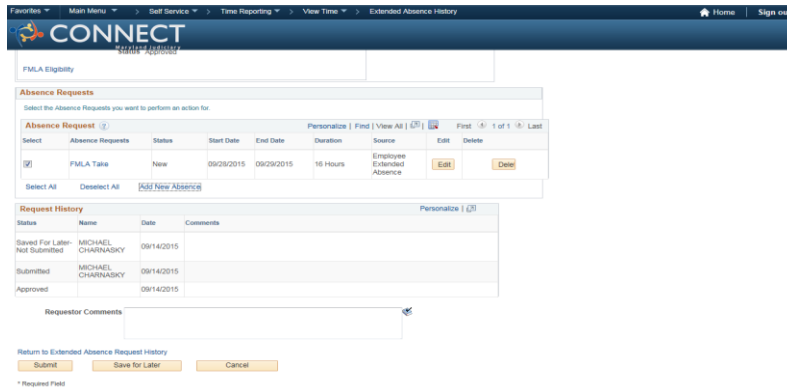
Step	Action	Notes
54.	Click the Submit button. 	
55.	Click the Yes button. 	
56.	Click the OK button. 	
57.	Click the Vertical scrollbar to move down the page.	
58.	Notice the Medical Certificate indicates there is an attachment. Notice in the Request History section, the Status for the extended absence request is Submitted. Notice the submitted request is pending approval.	
59.	Click the Home link. 	



Step	Action	Notes
60.	Click the Sign out link. Sign out	
61.	You have completed the Request an Extended Absence - FMLA Timeframe topic. End of Procedure.	

Request an Extended Absence - FMLA Take Days

Request an Extended Absence - FMLA Take Days



Procedure


In this topic, you will submit an extended absence request using FMLA.

TRAINING GUIDE

CONNECT Employee Self Service



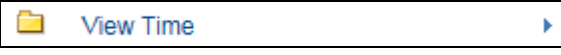
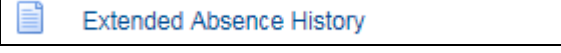


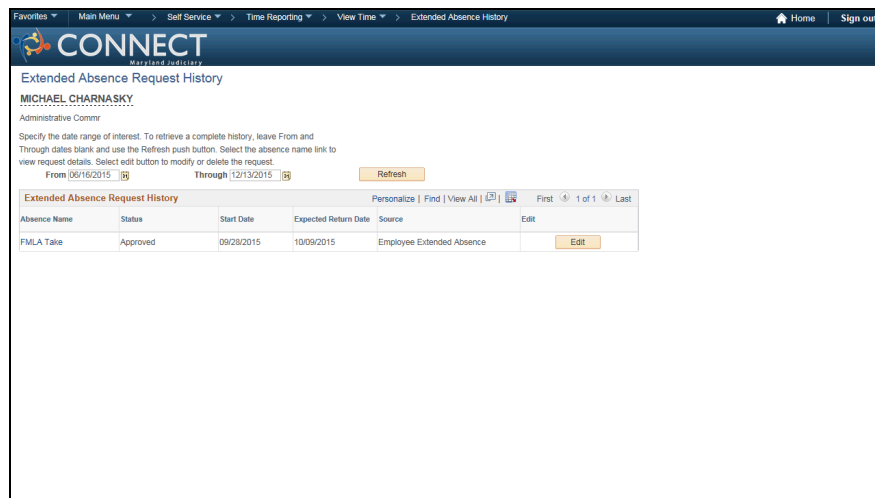
The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a 'Sign In' button. A link for 'Set Trace Flags' is located below the button. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'



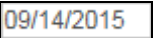
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " michael.charnasky " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

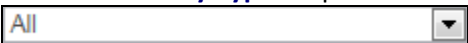
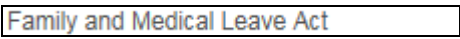

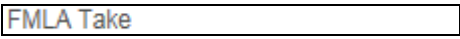

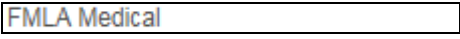


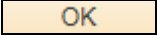
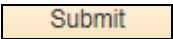
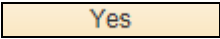
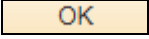
The dashboard shows various service links on the left, including Timesheet, Overtime Requests, Absence Request, Careers, Interview Calendar, Personal Information Summary, ADA Accommodation Request, My Current Profile, Training Summary, Compensation History, and Current Documents. On the right, there are sections for 'Employee Expiring Licenses' (showing no expiring licenses), 'Announcements' (CONNECT Online Training), and 'Company Directory' with a search bar.

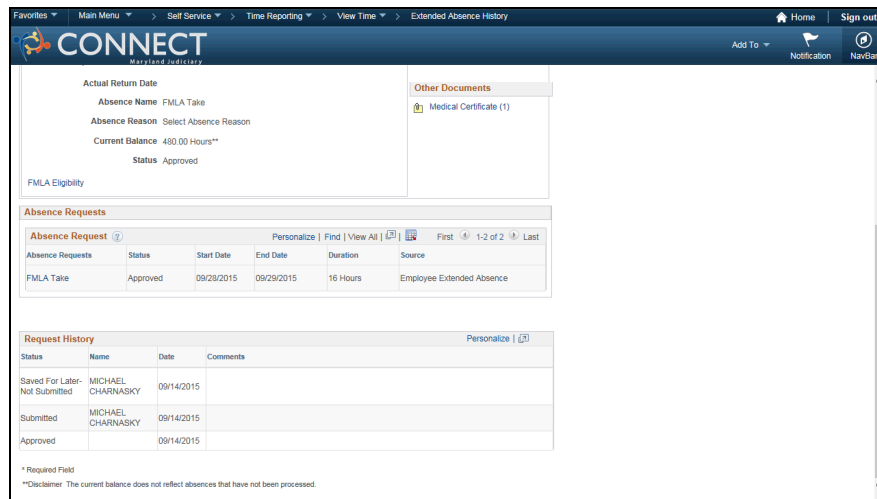
Step	Action	Notes
6.	Click the Main Menu button. 	

Step	Action	Notes
7.	Click the Self Service menu. 	
8.	Click the Time Reporting menu. 	
9.	Click the View Time menu. 	
10.	Click the Extended Absence History menu. 	
11.	Notice the Status of the FMLA Timeframe request is Approved.	



Step	Action	Notes
12.	Click the Edit button to add an absence during the approved timeframe. 	
13.	Click the Vertical scrollbar to move down the page.	
14.	Click the Add New Absence link. 	
15.	Double-click in the Start Date field. 	
16.	To clear the field, Press [Backspace] .	
17.	Enter " 09/28/2015 " into the Start Date field.	

Step	Action	Notes
18.	Click the Filter by Type drop-down list. 	
19.	Click the Family and Medical Leave Act list item. 	
20.	Click the Absence Name drop-down list. 	
21.	Click the FMLA Take list item. 	
22.	Click the Reason drop-down list. 	
23.	Click the FMLA Medical list item. 	
24.	The Current Balance is displayed.	
25.	Click in the Duration field. 	
26.	Enter " 16 " into the Duration field.	
27.	Click the Calculate End Date or Duration button. 	
28.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 16 hours or 2 days.	
29.	Click the Vertical scrollbar to move down the page.	
30.	Click the OK button to return to the previous page. 	
31.	You can see the absence request in the Absence Requests section with a Status as New.	
32.	Click the Submit button. 	
33.	Click the Yes button. 	
34.	Click the OK button. 	
35.	Click the Vertical scrollbar to move down the page.	
36.	After submission, the Status for the FMLA Take is now Approved.	



Actual Return Date
Absence Name FMLA Take
Absence Reason Select Absence Reason
Current Balance 480.00 Hours**
Status Approved

[FMLA Eligibility](#)

Other Documents
Medical Certificate (1)

Absence Requests

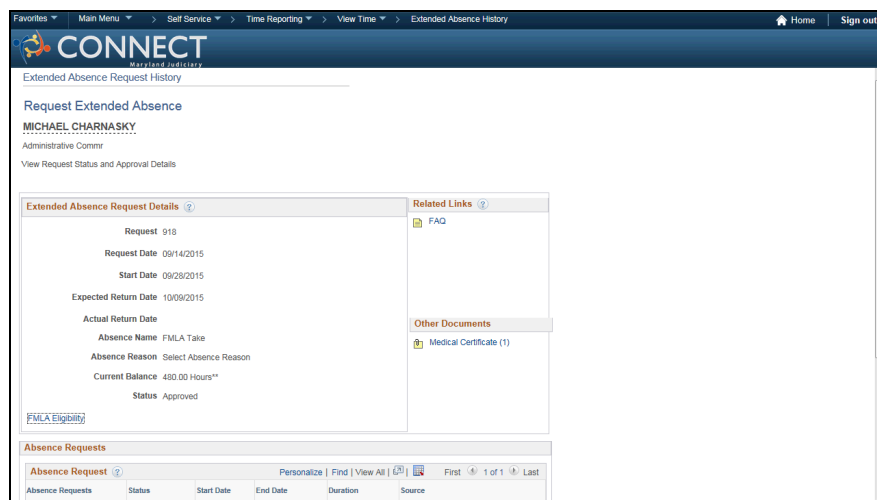
Absence Request	Status	Start Date	End Date	Duration	Source
FMLA Take	Approved	09/28/2015	09/29/2015	16 Hours	Employee Extended Absence

Request History

Status	Name	Date	Comments
Saved For Later- Not Submitted	MICHAEL CHARNASKY	09/14/2015	
Submitted	MICHAEL CHARNASKY	09/14/2015	
Approved		09/14/2015	

* Required Field
**Disclaimer: The current balance does not reflect absences that have not been processed.

Step	Action	Notes
37.	Click the Vertical scrollbar to move back up the page.	



Extended Absence Request History

Request Extended Absence
MICHAEL CHARNASKY
Administrative Comm
View Request Status and Approval Details

Extended Absence Request Details

Request	918
Request Date	09/14/2015
Start Date	09/28/2015
Expected Return Date	10/09/2015
Actual Return Date	
Absence Name	FMLA Take
Absence Reason	Select Absence Reason
Current Balance	480.00 Hours**
Status	Approved

[FMLA Eligibility](#)

Related Links
FAQ

Other Documents
Medical Certificate (1)

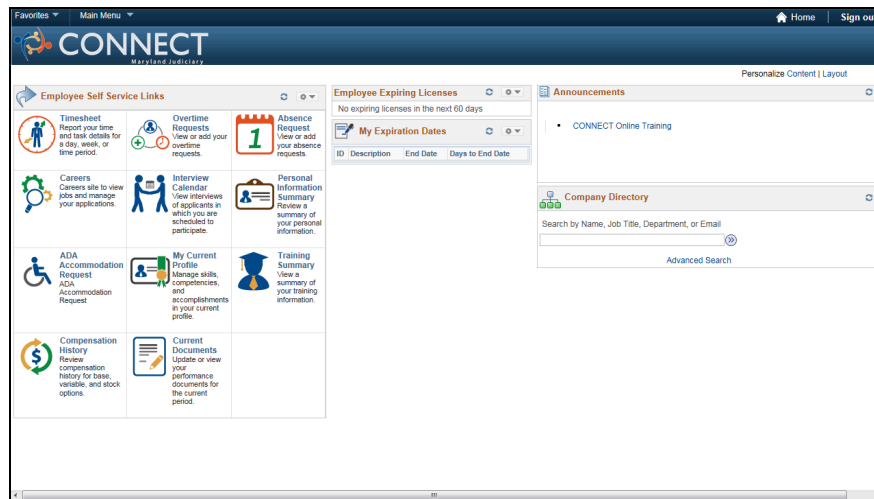
Absence Requests

Absence Request	Status	Start Date	End Date	Duration	Source
FMLA Take	Approved	09/28/2015	09/29/2015	16 Hours	Employee Extended Absence

Step	Action	Notes
38.	Click the Home link.  Home	

TRAINING GUIDE

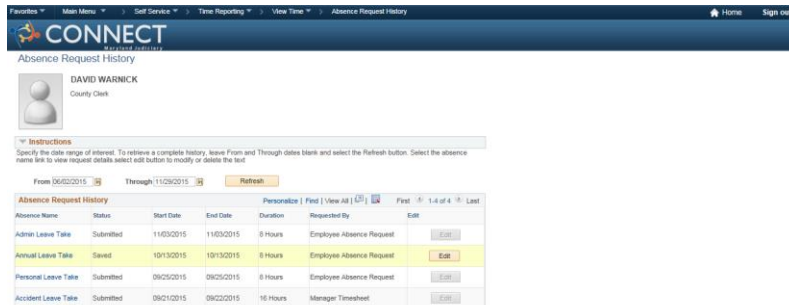
CONNECT Employee Self Service



Step	Action	Notes
39.	Click the Sign out link. Sign out	
40.	You have completed the request an Extended Absence - FMLA Take Days topic. End of Procedure.	

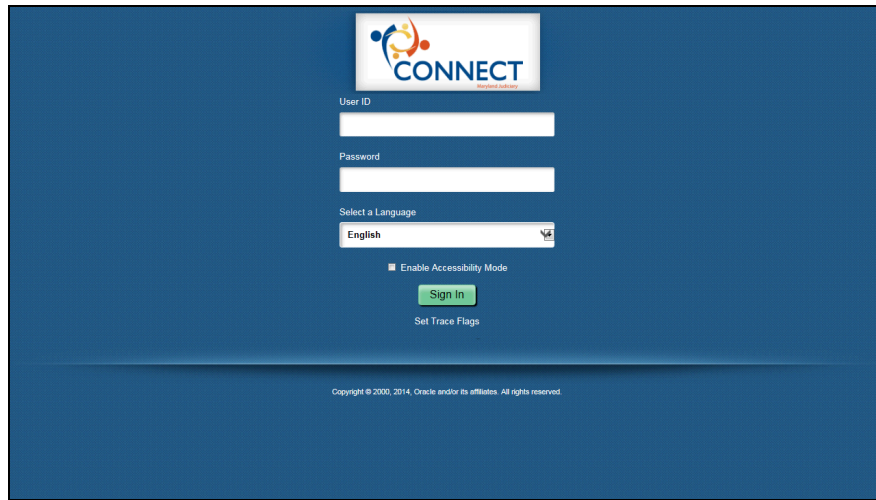
Modify a Saved Absence Request

Modify a Saved Absence Request






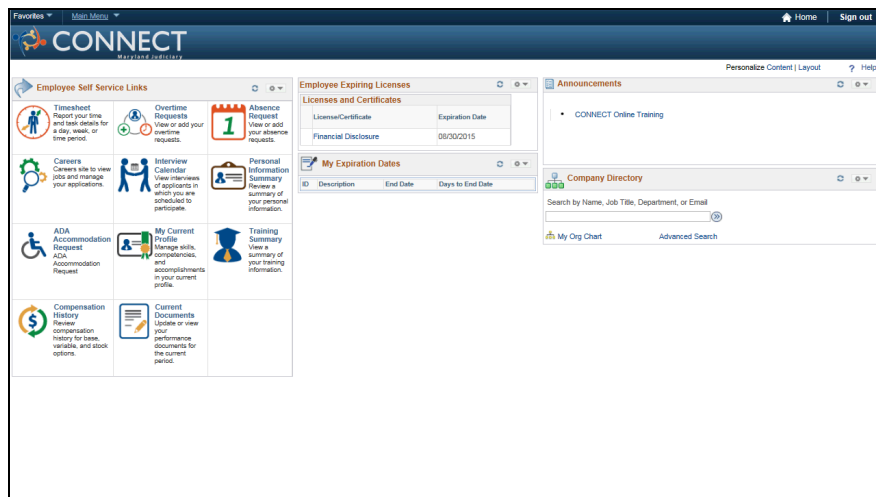
Procedure

In this topic, you will make changes to a saved absence request.



The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There are checkboxes for 'Enable Accessibility Mode' and 'Set Trace Flags'. A green 'Sign In' button is located below the password field. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " david.warnick " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	








The dashboard is titled 'CONNECT' and includes a 'Home' link and a 'Sign out' button. It features a 'Personalize Content | Layout' option and a 'Help' icon. The main content area is divided into several sections:

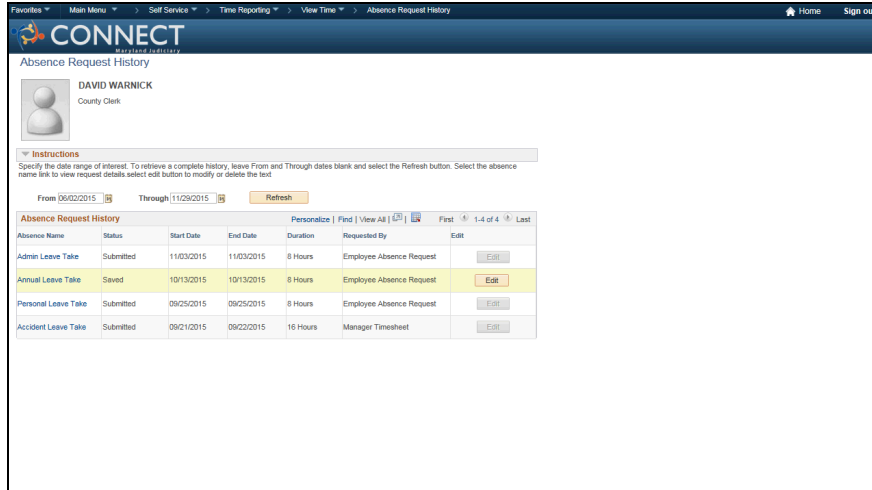
- Employee Self Service Links:** Includes links for Timesheet, Overtime, Absence, Careers, Interview, Personal Information, ADA, My Current Profile, Training, Compensation, and Current Documents.
- Employee Expiring Licenses:** Displays a table with columns for Description, End Date, and Days to End Date. It lists 'Licenses and Certificates' and 'Financial Disclosure' with an expiration date of 08/30/2015.
- Announcements:** Lists 'CONNECT Online Training' and 'Company Directory'.
- My Org Chart:** Provides an 'Advanced Search' option.

TRAINING GUIDE

CONNECT Employee Self Service



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Time Reporting menu. 	
9.	Click the View Time menu. 	
10.	Click the Absence Request History menu. 	
11.	The Absence Request History page will pull up absence requests within a 6 month time frame. You can change the dates in the From and Through calendar fields.	
12.	Notice the Status is Saved for the highlighted absence. You are not able to edit requests that have already been submitted from this page.	



CONNECTed TRAINING LIBRARY


Home Sign out

DAVID WARNICK
County Clerk

Instructions
Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details select edit button to modify or delete the text.

From 06/02/2015 Through 11/09/2015 Refresh

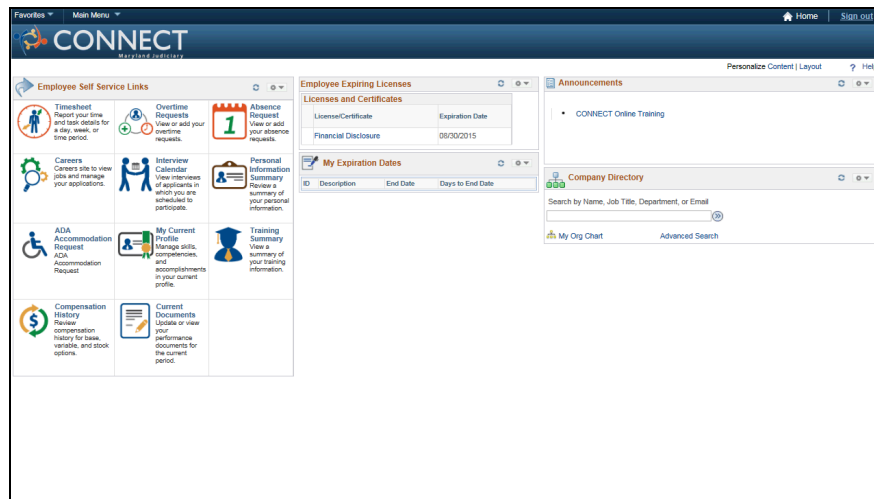
Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Admin Leave Take	Submitted	11/03/2015	11/03/2015	8 Hours	Employee Absence Request	Edit
Annual Leave Take	Saved	10/13/2015	10/13/2015	8 Hours	Employee Absence Request	Edit
Personal Leave Take	Submitted	09/25/2015	09/25/2015	8 Hours	Employee Absence Request	Edit
Accident Leave Take	Submitted	09/21/2015	09/22/2015	16 Hours	Manager Timesheet	Edit


Step	Action	Notes
13.	Click the Edit button for the saved request. 	

Step	Action	Notes
14.	For this example, we are changing the Start Date which will also change the Duration. Double-click in the Start Date field. 	
15.	To clear the field, Press [Backspace] .	
16.	Enter " 10/09/2015 " into the Start Date field.	
17.	Double-click in the Duration field. 	
18.	To clear the field, Press [Backspace] .	
19.	Click the Calculate End Date or Duration button. 	
20.	Click the Forecast Balance button. 	
21.	This message is confirming the employee has enough leave to submit the absence request.	
22.	Click the Vertical scrollbar to move down the page.	
23.	Click the Submit button. 	
24.	Click the Yes button. 	
25.	Click the OK button. 	
26.	After submission, the absence request Status changes from Saved For Later to Submitted and is routed to the employee's Manager for approval.	
27.	Click the Home link. 	

TRAINING GUIDE

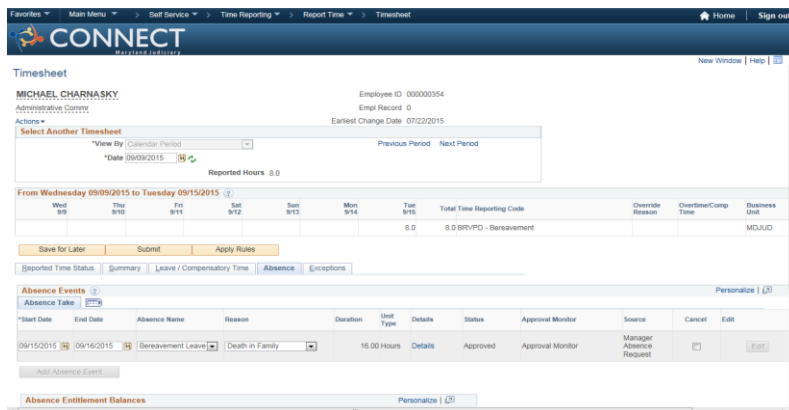
CONNECT Employee Self Service



Step	Action	Notes
28.	Click the Sign out link. 	
29.	You have completed the Modify a Saved Absence Request topic. End of Procedure.	

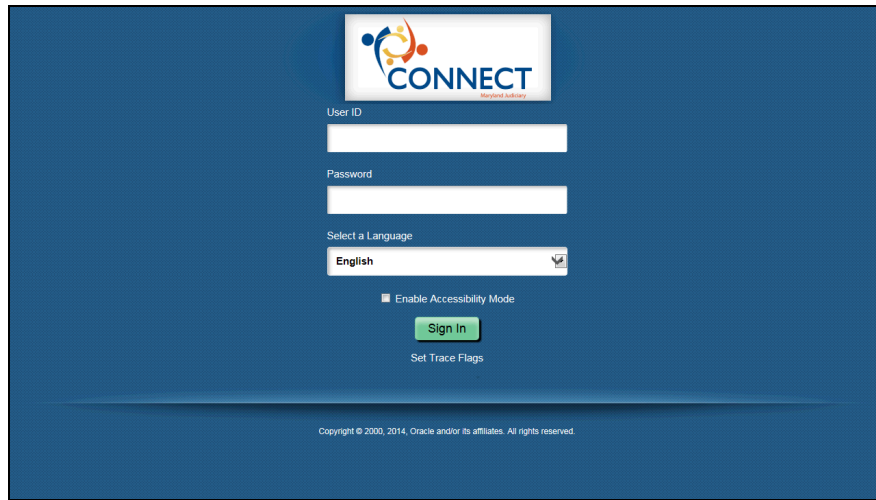
Modify an Absence Request from Timesheet

Modify an Absence Request from Timesheet




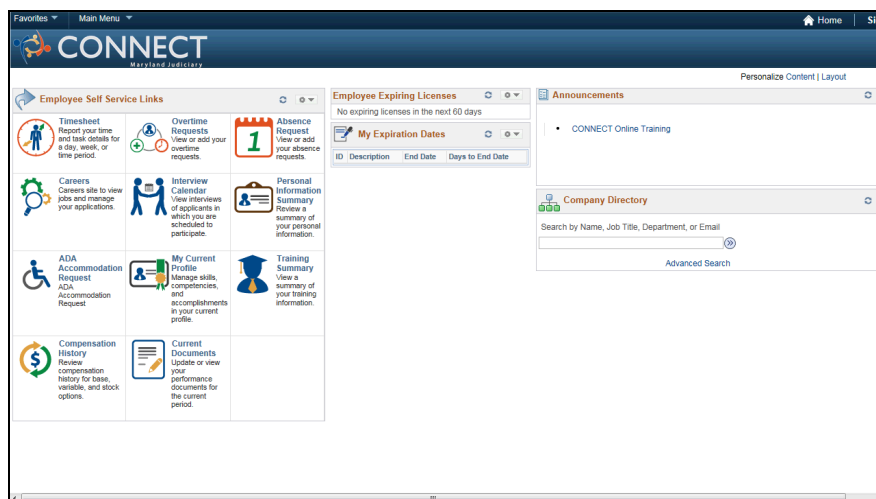
Procedure

In this topic, you will make changes to a previously submitted absence request from an employee's elapsed timesheet.



The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a 'Sign In' button. A link for 'Set Trace Flags' is located below the button. The footer contains the copyright notice: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " michael.charnasky " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	







The main menu displays various service links on the left, including Timesheet, Overtime, Absence, Careers, Interview, Personal Information, ADA, My Current Profile, Training, Compensation History, and Current Documents. On the right, there are sections for 'Employee Expiring Licenses' (showing no expiring licenses), 'Announcements' (CONNECT Online Training), and 'Company Directory' (search by Name, Job Title, Department, or Email).




Step	Action	Notes
6.	Click the Main Menu button. 	

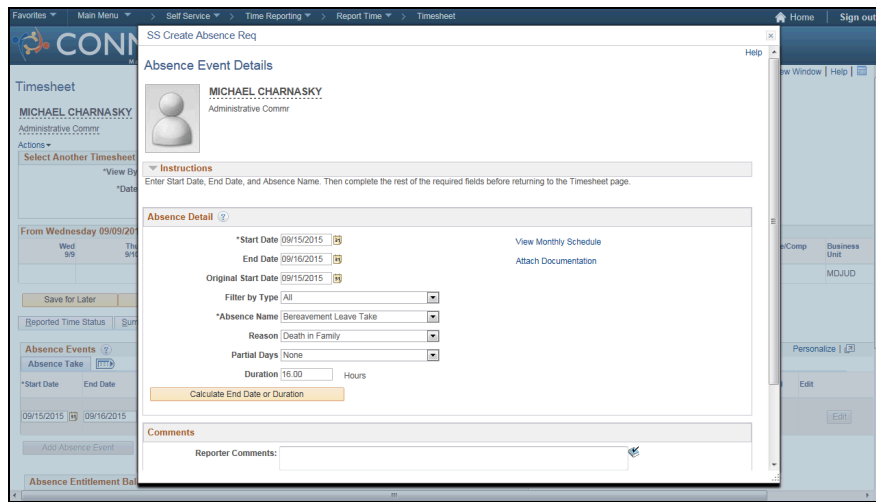
TRAINING GUIDE

CONNECT Employee Self Service

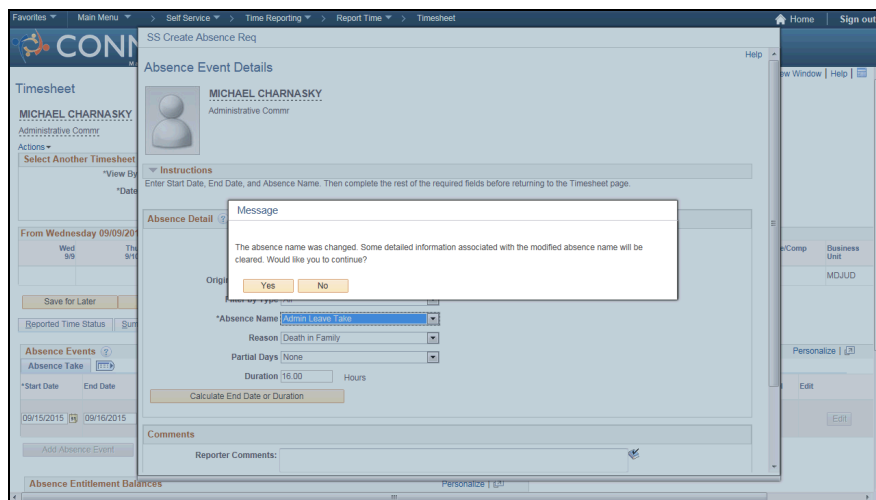


Step	Action	Notes
7.	Click the Self Service menu. 	
8.	Click the Time Reporting menu. 	
9.	Click the Report Time menu. 	
10.	Click the Timesheet menu. 	
11.	For this example, you are editing an absence request submitted for the week of 9/9/2015. Notice Tue 9/15 already has the approved absence posted.	

Step	Action	Notes
12.	Click the Absence tab. 	
13.	Click the Edit button. 	
14.	Click the Details link. 	



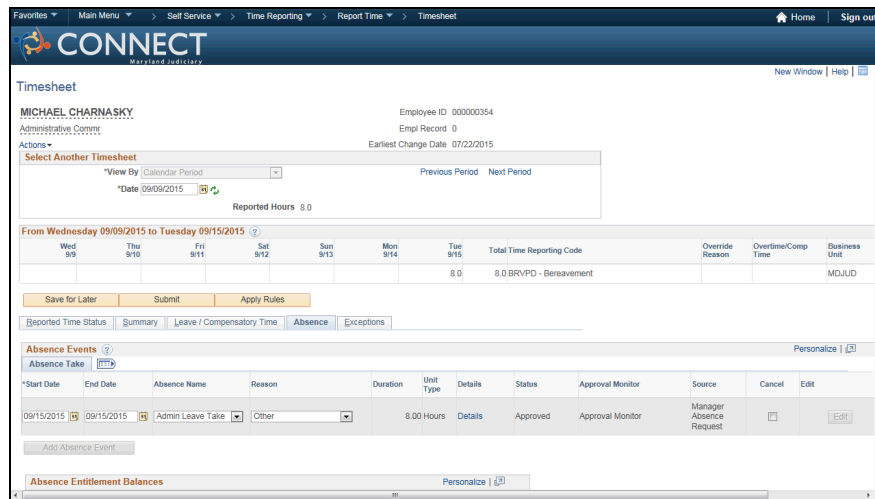
Step	Action	Notes
15.	Double-click in the End Date field. <u>09/16/2015</u>	
16.	To clear the field, Press [Backspace] .	
17.	Enter " 09/15/2015 " into the End Date field.	
18.	Click the Absence Name drop-down list. <u>Bereavement Leave Take</u>	
19.	Click the Admin Leave Take list item. <u>Admin Leave Take</u>	



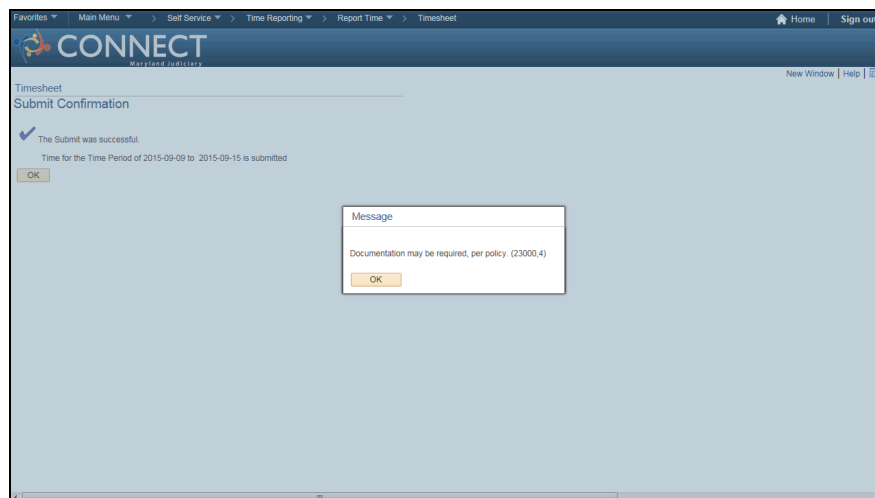
Step	Action	Notes
20.	<p>This message is alerting you that a change has been made to the absence.</p> <p>Click the Yes button.</p> <p>Yes</p>	

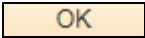
The screenshot shows the 'Absence Event Details' page for Michael Charnasky. The page includes a sidebar with navigation links like 'Timesheet', 'Absence Events', and 'Absence Entitlement Data'. The main content area has a header 'Absence Event Details' and a sub-header 'SS Create Absence Req'. Below this, there are instructions and a form with fields for 'Start Date', 'End Date', 'Filter by Type', 'Absence Name', 'Reason', and 'Partial Days'. A 'Calculate End Date or Duration' button is present. At the bottom, there is a 'Comments' section with a text area for 'Reporter Comments'.

Step	Action	Notes
21.	<p>Click the Reason drop-down list.</p> <p>Select Absence Reason</p>	
22.	<p>Click the Other list item.</p> <p>Other</p>	
23.	<p>Click the Calculate End Date or Duration button.</p> <p>Calculate End Date or Duration</p>	
24.	<p>Click the Vertical scrollbar to move down the page.</p>	
25.	<p>Click the OK button.</p> <p>OK</p>	
26.	<p>The changes made to the absence request (End Date, Absence Name, and Duration) are reflected below.</p>	



Step	Action	Notes
27.	Click the Submit button. 	

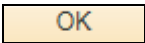

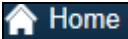


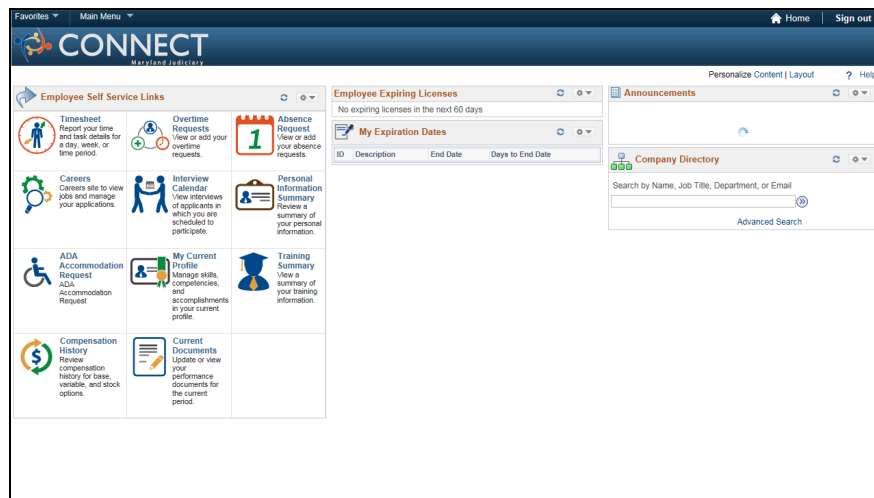
Step	Action	Notes
28.	This message is alerting you that documentation may be required to support this absence request. Click the OK button. 	

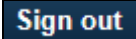
TRAINING GUIDE

CONNECT Employee Self Service



Step	Action	Notes
29.	This message is alerting you to certify the reported time is accurate. Click the OK button. 	
30.	Click the OK button. 	
31.	After the changes were submitted, the Status changes from Approved to Needs Approval.	
32.	Click the Home link. 	



Step	Action	Notes
33.	Click the Sign out link. 	
34.	You have completed the Modify an Absence Request from Timesheet topic. End of Procedure.	

View Absence Balances

Through Employee Self Service you will have access to view your absence balance.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > View Time ▾ > Absence Balances

CONNECT
Maryland Judiciary

View Absence Balances

 **Marti Robinson**
HR Manager II

▼ **Instructions**
View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

Absence Entitlement Balances [Personalize](#) | 

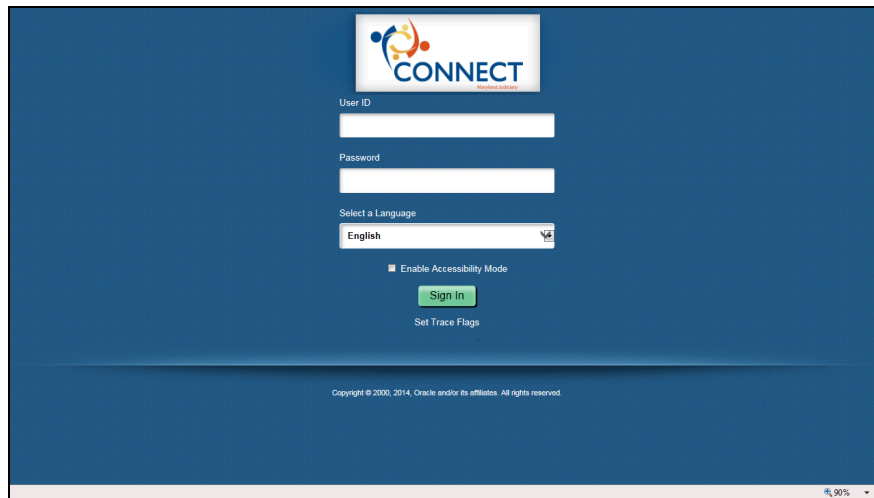
Current Balances 

Entitlement Name	Balance as of 01/20/2015
Personal Leave Available Bal	40.00 Hours
Annual Leave Available Balance	100.00 Hours
Military Activity Availabl Bal	120.00 Hours
Sick Leave Available Balance	200.00 Hours
FMLA Available Balance	480.00 Hours


[Go To](#) [Forecast Balance](#)

Procedure

In this topic, an employee will view their current available absence balances.





The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. A link for 'Set Trace Flags' is located below the sign-in button. The footer contains copyright information: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.' and a zoom level indicator '90%'.

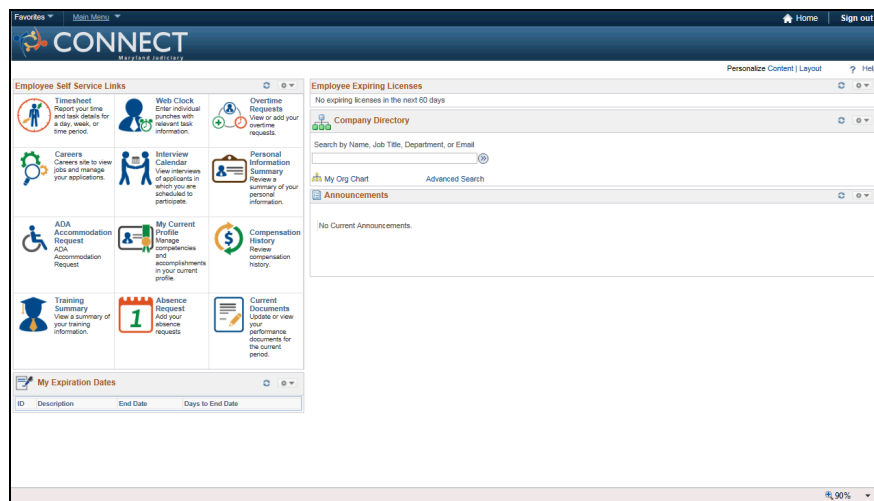
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " marti.robinson " into the User ID field.	


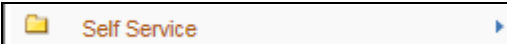

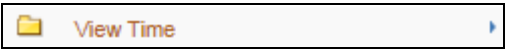

TRAINING GUIDE

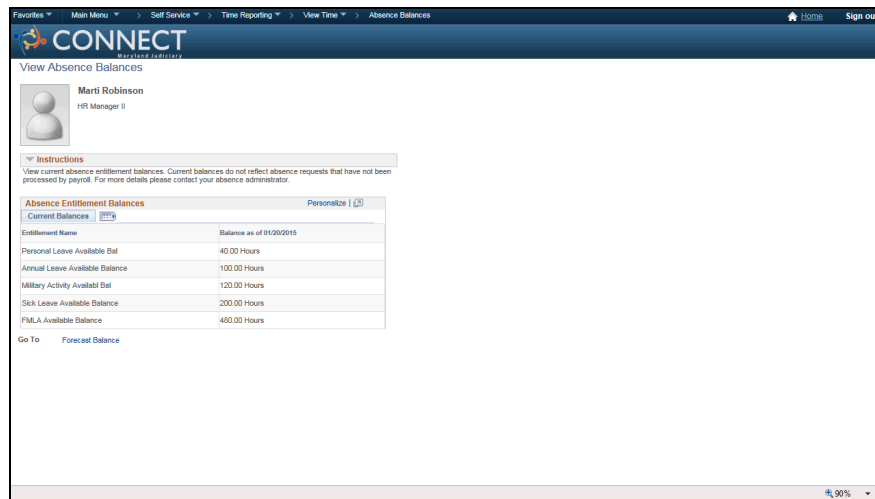
CONNECT Employee Self Service



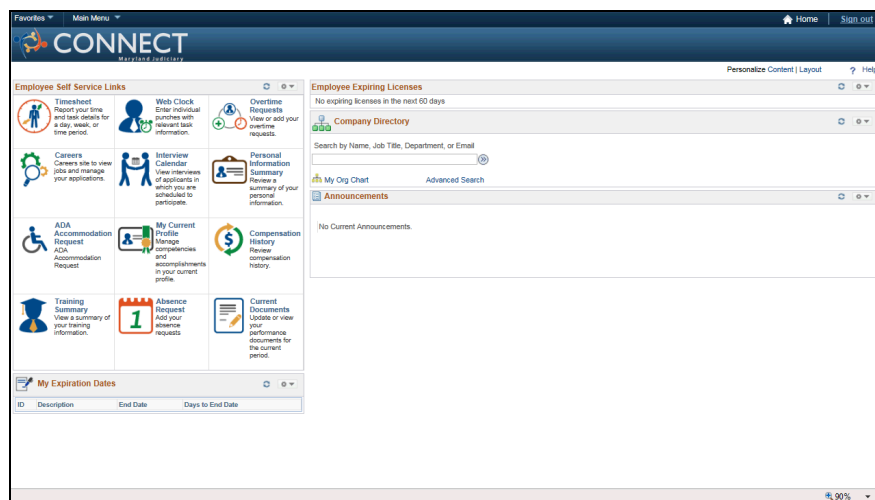
Step	Action	Notes
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

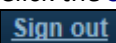


Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Time Reporting menu. 	
9.	Click the View Time menu. 	
10.	Click the Absence Balances menu. 	
11.	You can view your current balances by absence type.	



Step	Action	Notes
12.	Click the Home link. 	



Step	Action	Notes
13.	Click the Sign out link. 	
14.	You have completed the View Absence Balances topic. End of Procedure.	

View Absence History

View Absence History

TRAINING GUIDE

CONNECT Employee Self Service



CONNECT
View Absence Balances

Marti Robinson
HR Manager 3

Instructions
Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details select edit button to modify or delete the text

From 06/11/2015 Through 12/31/2015 Refresh

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Admin Leave Take	Approved	11/03/2015	11/03/2015	8 Hours	Employee Absence Request	[Edit]
Annual Leave Take	Submitted	10/09/2015	10/13/2015	16 Hours	Employee Absence Request	[Edit]
Bereavement Leave Take	Approved	08/05/2015	08/05/2015	8 Hours	Manager Timesheet	[Edit]
Bereavement Leave Take	Approved	08/25/2015	08/25/2015	8 Hours	Manager Timesheet	[Edit]
Accident Leave Take	Approved	08/21/2015	08/22/2015	16 Hours	Manager Timesheet	[Edit]
Annual Leave Take	Submitted	08/04/2015	08/04/2015	8 Hours	Employee Timesheet	[Edit]
Sick Leave Take	Approved	08/03/2015	08/03/2015	8 Hours	Manager Absence Request	[Edit]
Sick Leave Take	Approved	08/31/2015	08/31/2015	8 Hours	Employee Absence Request	[Edit]

90%

Procedure

In this topic, an employee will view a history of their absence requests.

CONNECT
Employee Self Service

User ID
[Text Field]

Password
[Text Field]

Select a Language
English

☐ Enable Accessibility Mode

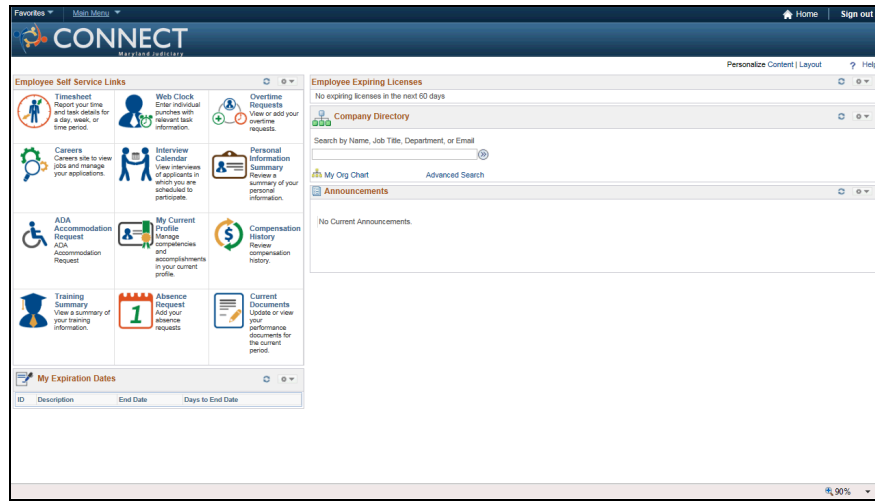
[Sign In](#)




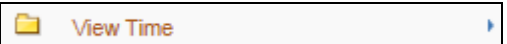

[Set Trace Flags](#)

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90%

Step	Action	Notes
1.	Click in the User ID field. [Text Field]	
2.	Enter " marti.robinson " into the User ID field.	
3.	Click in the Password field. [Text Field]	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. Sign In	




Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Time Reporting menu. 	
9.	Click the View Time menu. 	
10.	Click the Absence Request History menu. 	
11.	Notice the From and Through date fields. You can specify any date range you desire or leave the fields blank to display a complete history. If you change the dates, click the Refresh button to update the display.	
12.	You can view the absence request history. The Status column displays the current status of each request.	

TRAINING GUIDE

CONNECT Employee Self Service



Step	Action	Notes
13.	Click the Home link. 	

Step	Action	Notes
14.	Click the Sign out link. 	
15.	You have completed the View Absence History topic. End of Procedure.	

Leave Balance Forecasting

Leave Balance Forecasting

CONNECT
EMPLOYEE SELF SERVICE

View Absence Balances

Forecast Balance

DAVID WARNICK

Enter As of Date and Absence Name. Then select the Forecast Balance button.

Forecast Balance

As of Date: 10/15/2015

Filter by Type: Annual Leave

Absence Name: Annual Leave Take

Current Balance: 100.00 Hours**

Completed Successfully!

Forecast Balance

Forecast Balance Details

Absence Name	Forecast Element	Value
Annual Leave Take	Annual Leave Entitlement	153.75
Annual Leave Take	Annual Leave Taken Amount	0.00
Annual Leave Take	Annual Leave Available Balance	153.75

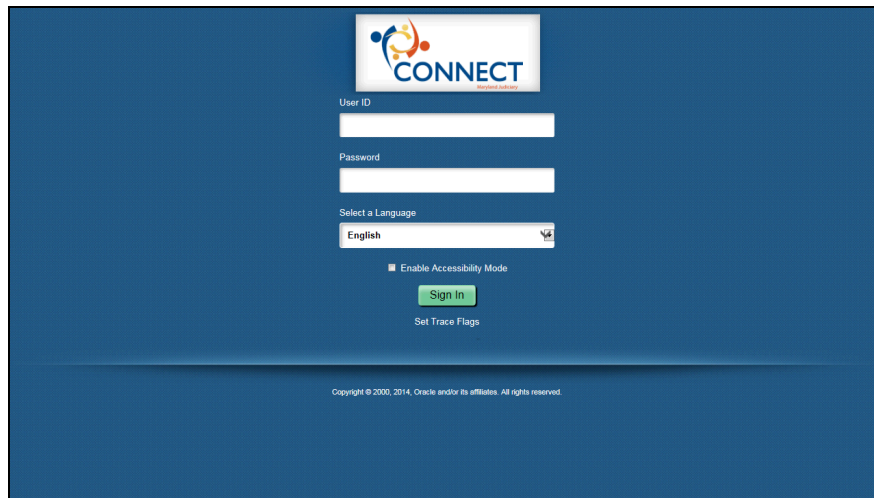
[Return to View Absence Balances](#)

**Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Procedure

In this topic, you will forecast the amount of leave available on a specific date prior to submitting an absence request.



CONNECT
EMPLOYEE SELF SERVICE

User ID

Password

Select a Language




English

☐ Enable Accessibility Mode

[Sign In](#)

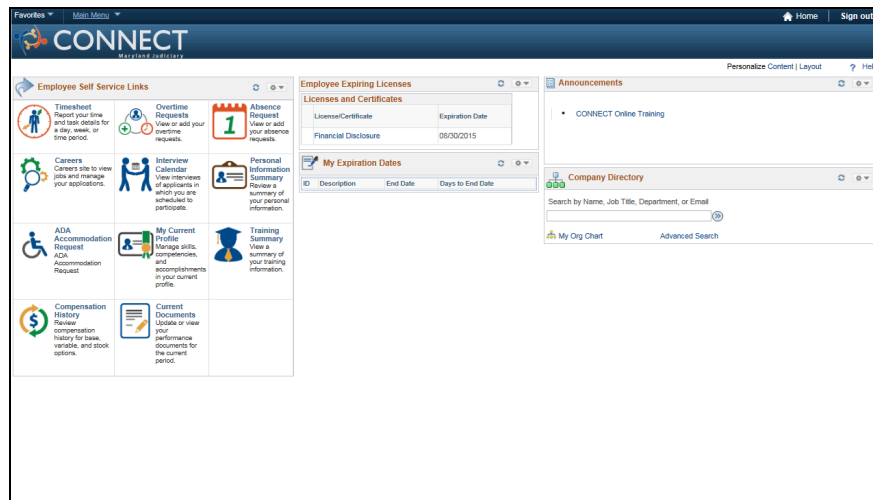
[Set Trace Flags](#)



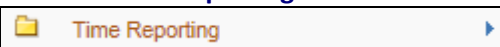


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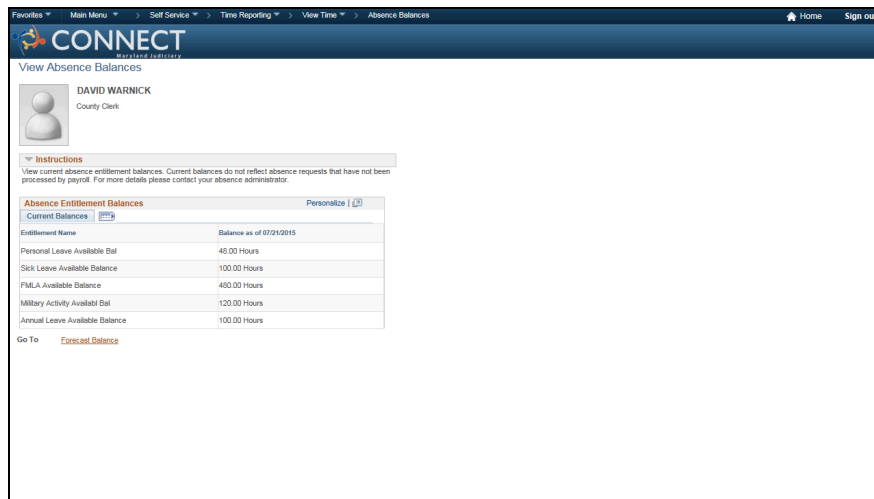
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " david.warnick " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

TRAINING GUIDE

CONNECT Employee Self Service



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Time Reporting menu. 	
9.	Click the View Time menu. 	
10.	Click the Absence Balances menu. 	
11.	The View Absence Balances page allows an employee to view their available balances by absence type.	



View Absence Balances


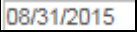


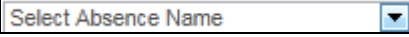


DAVID WARNICK
County Clerk

Instructions
View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

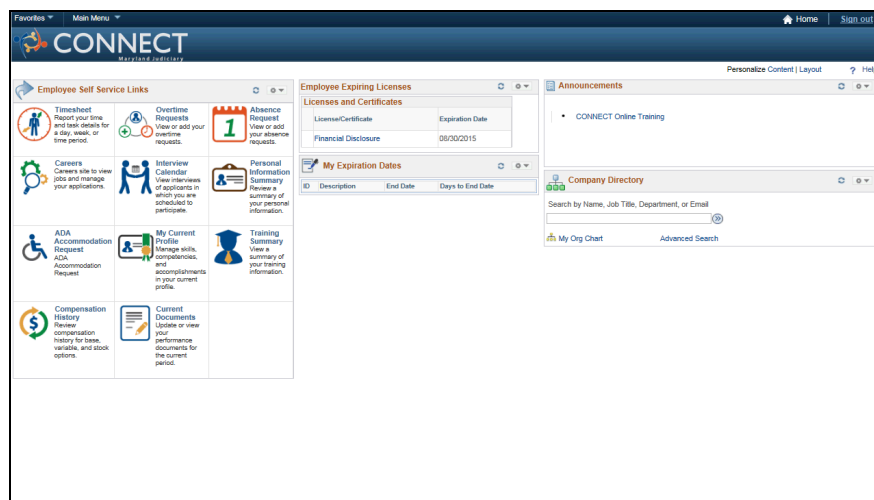
Absence Entitlement Balances Personalize

Entitlement Name	Balance as of 8/21/2015
Personal Leave Available Bal	45.00 Hours
Sick Leave Available Balance	100.00 Hours
FMLA Available Balance	400.00 Hours
Military Activity Availabl Bal	120.00 Hours
Annual Leave Available Balance	100.00 Hours

Go To [Forecast Balance](#)

Step	Action	Notes
12.	Click the Forecast Balance link. 	
13.	Double-click in the As of Date field. 	
14.	To clear the field, Press [Backspace] .	
15.	Enter " 10/15/2015 " into the As of Date field.	
16.	Click the Filter by Type drop-down list. 	
17.	Click the Annual Leave list item. 	
18.	Click the Absence Name drop-down list. 	
19.	Click the Annual Leave Take list item. 	
20.	Depending on the Absence Name selected, the Current Balance for the Absence Name will be displayed. For example, Accident Leave Take will not display a current available balance.	
21.	Click the Forecast Balance button. 	

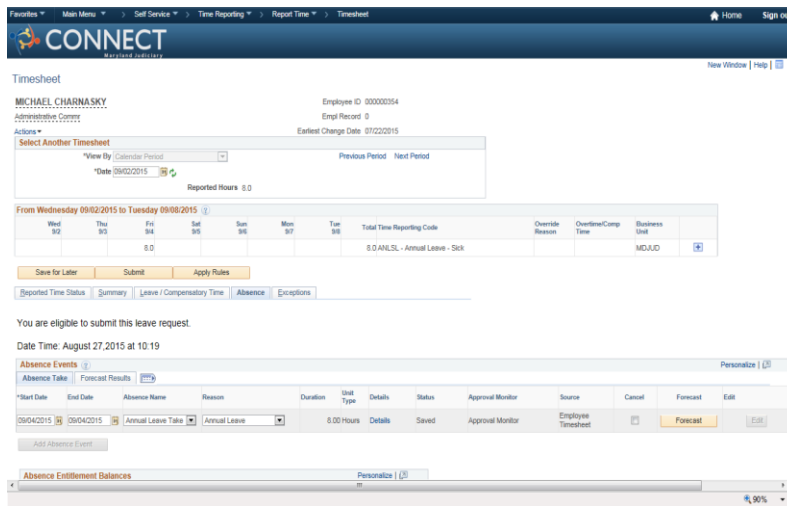
Step	Action	Notes
22.	This message indicates that your forecast was successful. In the Forecast Balance Details section, you will have 153.76 hours of Annual Leave Take available on 10/15/2015.	
23.	Click the Return to View Absence Balances link. <div>Return to View Absence Balances</div>	
24.	Click the Home link. <div>Home</div>	



Step	Action	Notes
25.	Click the Sign out link. <div>Sign out</div>	
26.	You have completed the Leave Balance Forecasting topic. <div>End of Procedure.</div>	

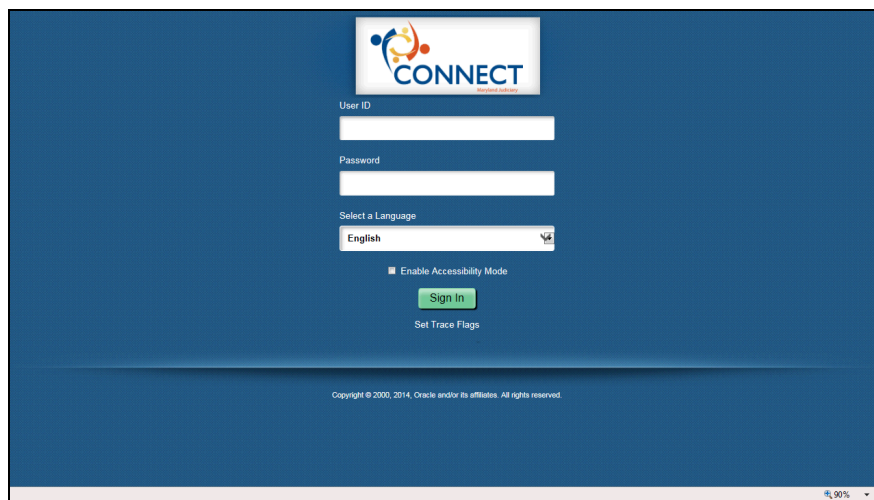
Request Absence from a Timesheet with Balance Forecasting



Request Absence from a Timesheet with Forecasting



Procedure

In this topic, you will request time off from an employee's elapsed timesheet. You will ensure you are eligible to request annual leave by forecasting prior to submission.



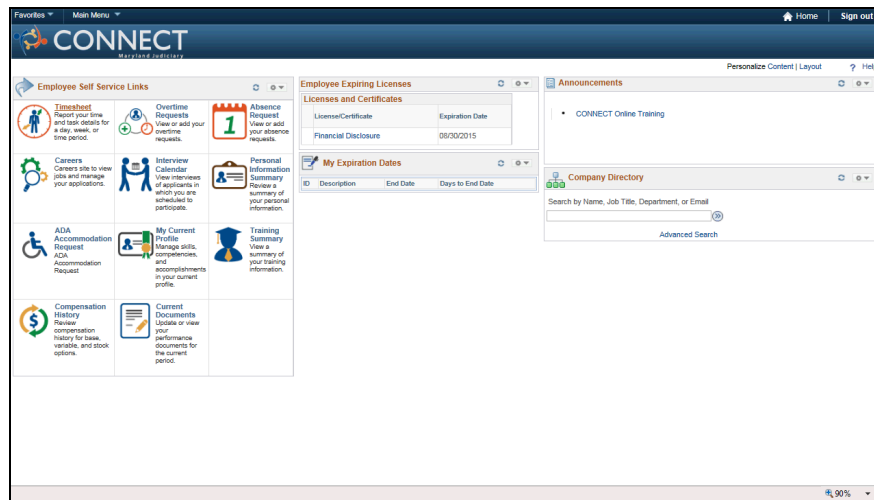
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " michael.charnasky " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	

TRAINING GUIDE

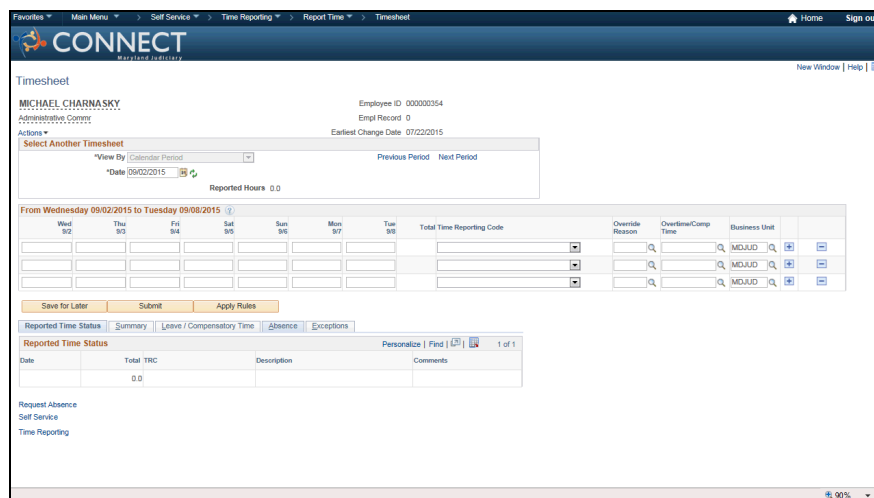
CONNECT Employee Self Service




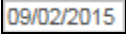
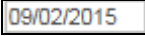
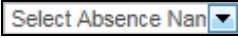

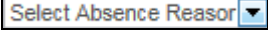


Step	Action	Notes
5.	Click the Sign In button. 	

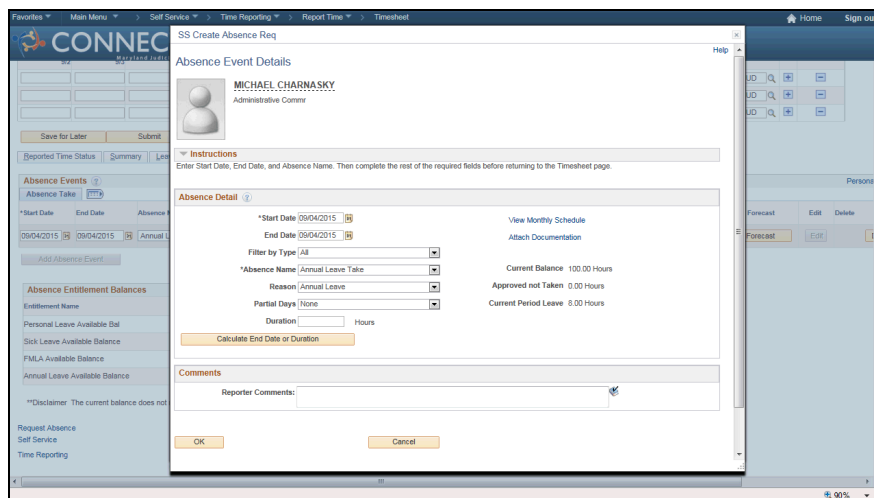



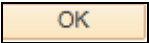
Step	Action	Notes
6.	Click the Timesheet link. 	

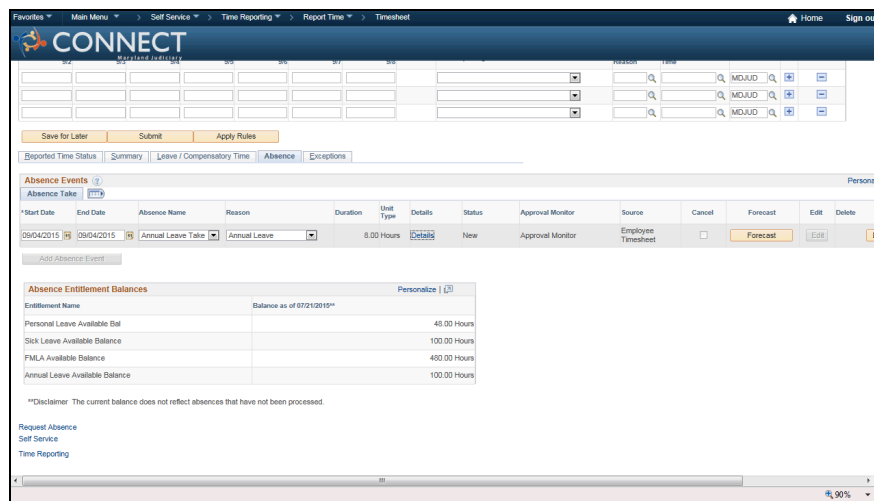


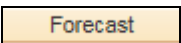

Step	Action	Notes
7.	Click the Absence tab. 	

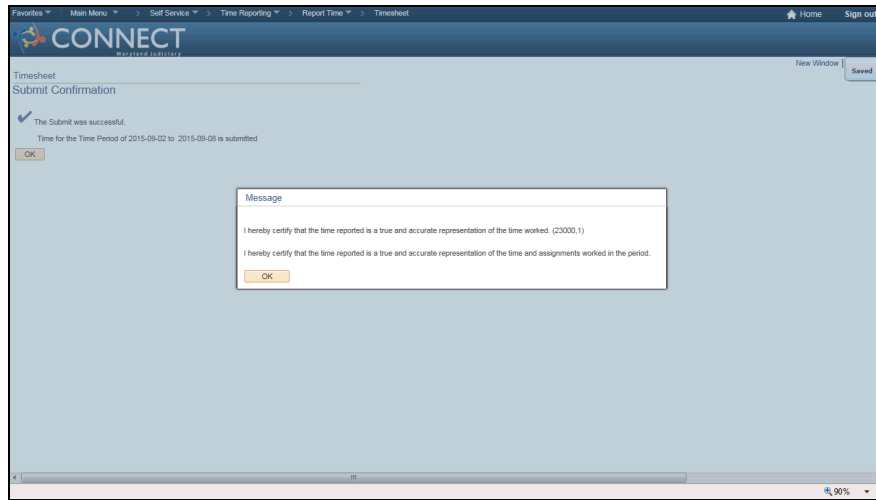
Step	Action	Notes
8.	Click the Add Absence Event button. 	
9.	Double-click in the Start Date field. 	
10.	To clear the field, Press [Backspace] .	
11.	Enter " 09/04/2015 " into the Start Date field.	
12.	Double-click in the End Date field. 	
13.	To clear the field, Press [Backspace] .	
14.	Enter " 09/04/2015 " into the End Date field.	
15.	Click the Absence Name drop-down list. 	
16.	Click the Annual Leave Take list item. 	
17.	Click the Reason drop-down list. 	
18.	Click the Annual Leave list item. 	
19.	Click the Details link. 	






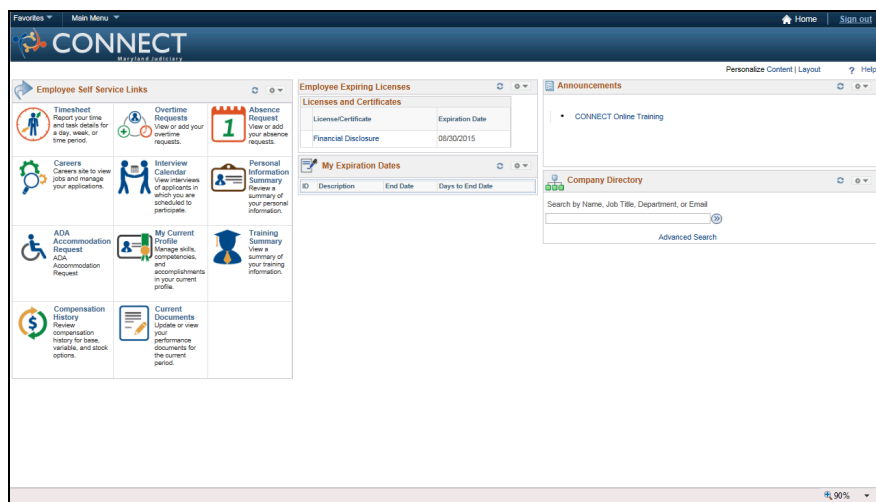
Step	Action	Notes
20.	Click the Calculate End Date or Duration button. 	
21.	The Duration will automatically populate if the Start Date and End Date fields are completed. For this example, the employee requested 1 day off or 8 hours.	
22.	Click the OK button. 	




Step	Action	Notes
23.	Click the Forecast button. 	
24.	This message is confirming the employee has enough leave to submit the absence request.	
25.	Click the Submit button. 	



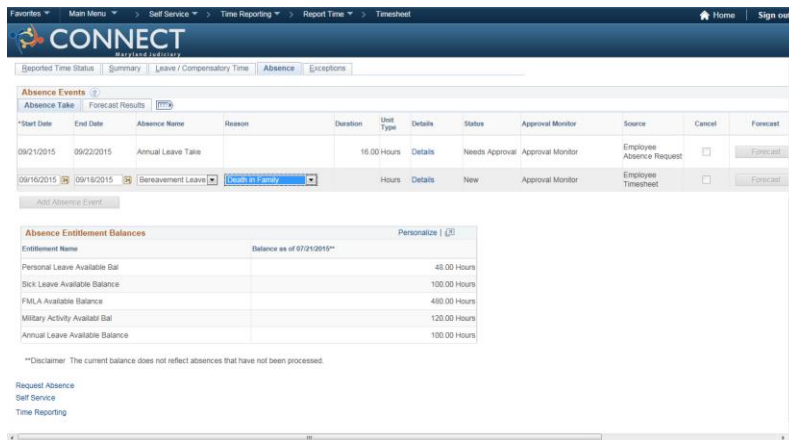
Step	Action	Notes
26.	This message is alerting you to certify the reported time is accurate. Click the OK button. 	
27.	Click the OK button. 	
28.	The Status for the absence request is Needs Approval.	
29.	Click the Home link. 	



Step	Action	Notes
30.	Click the Sign out link. 	
31.	You have completed the Request Absence from a Timesheet with Balance Forecasting topic. End of Procedure.	

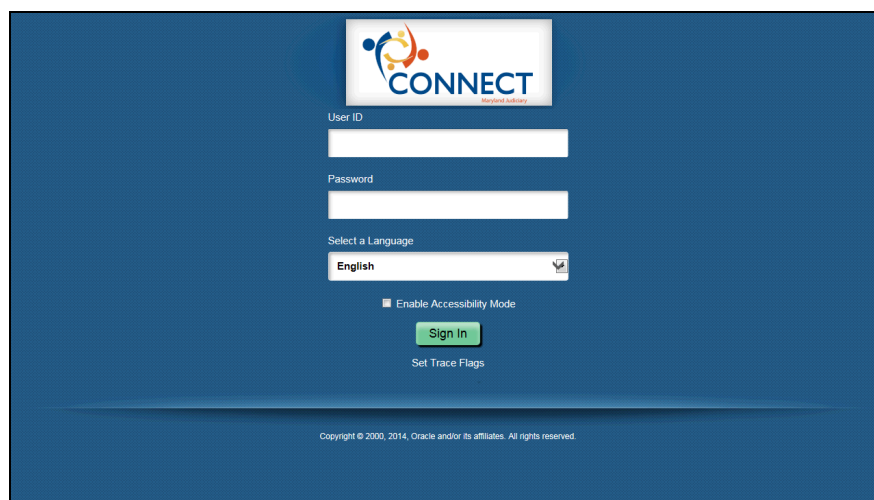
Request Absence from a Timesheet without Balance Forecasting


Request Absence from a Timesheet without Balance Forecasting

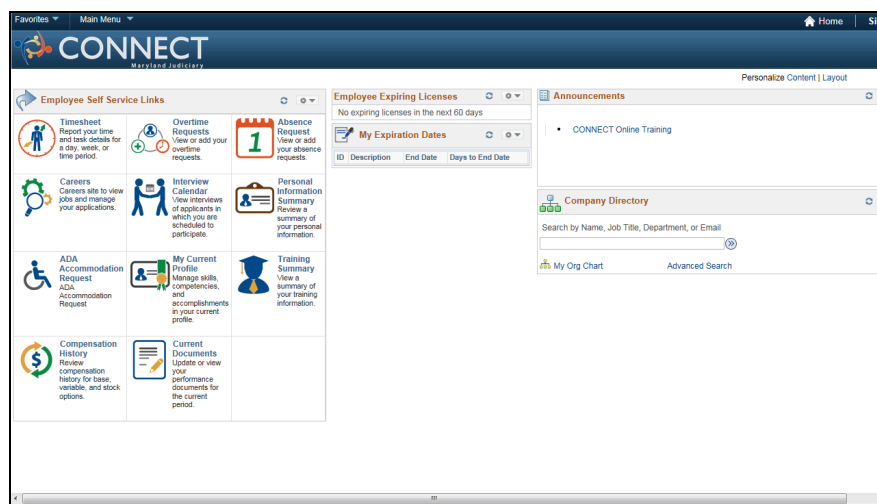


Procedure

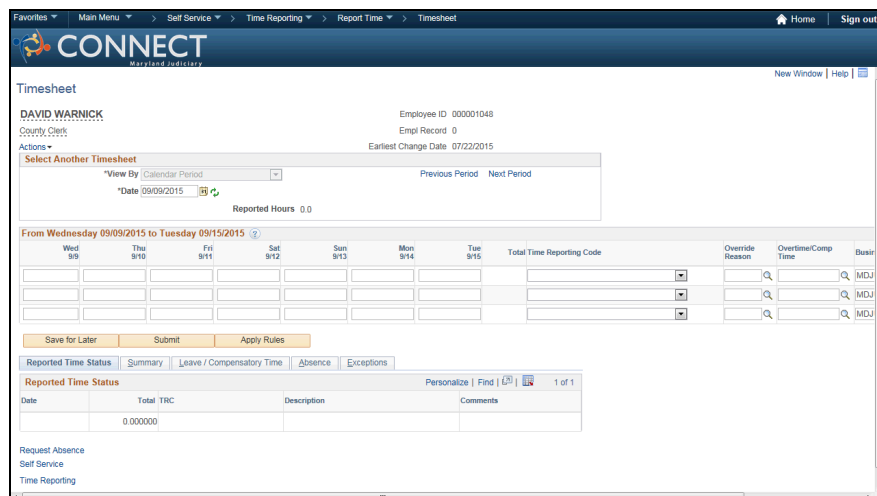
In this topic, you will request time off from an employee's elapsed timesheet for bereavement. Bereavement is not an accrued leave and does not require forecasting.


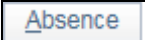
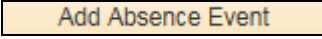


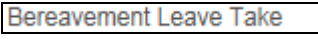
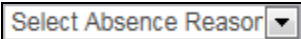
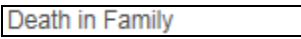



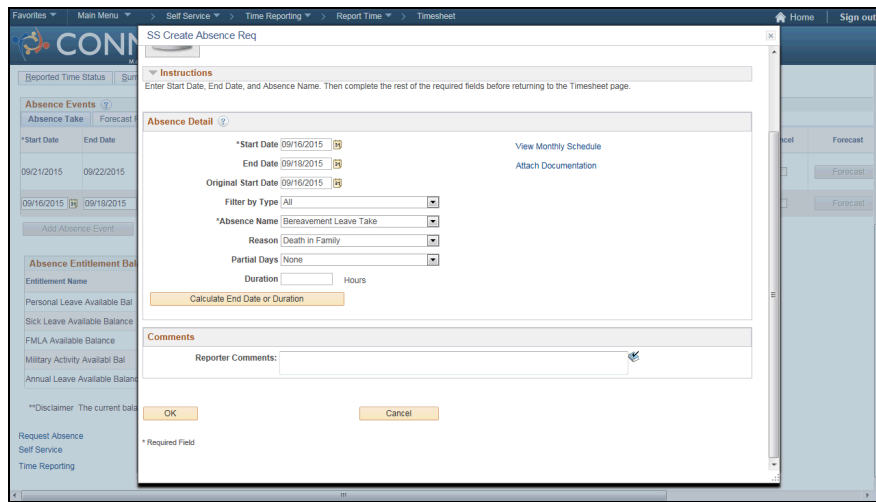
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " david.warnick " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	


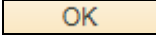


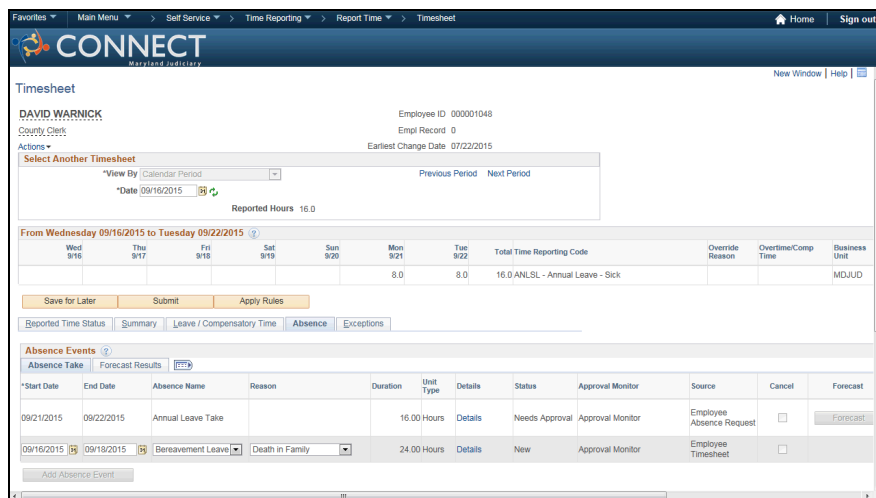
Step	Action	Notes
6.	Click the Timesheet link. 	



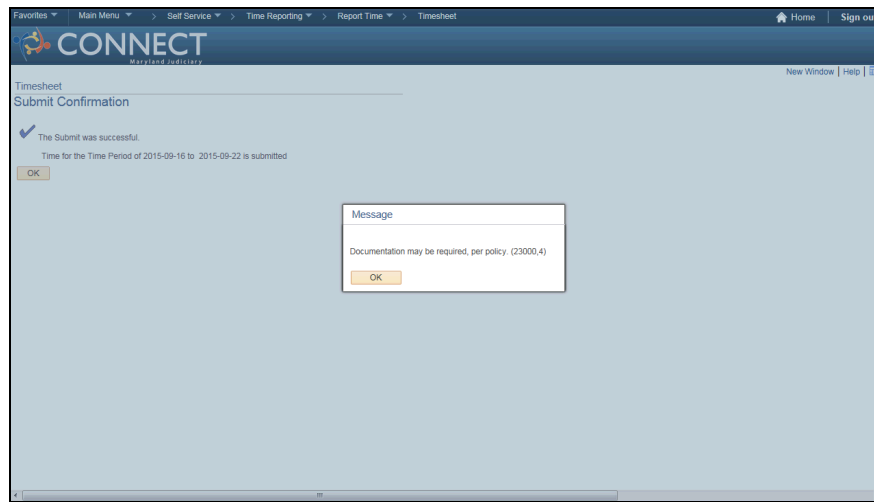
Step	Action	Notes
7.	Click the Next Period link. 	
8.	Notice the employee has already submitted absence requests for 16 hours of Annual Leave - Sick.	
9.	Click the Absence tab. 	
10.	Click the Add Absence Event button. 	
11.	Click the Vertical scrollbar to move down the page.	
12.	Double-click in the End Date field. 	
13.	To clear the field, Press [Backspace] .	
14.	Enter " 09/18/2015 " into the End Date field.	
15.	Click the Absence Name drop-down list. 	
16.	Click the Bereavement Leave Take list item. 	
17.	Click the Reason drop-down list. 	
18.	Click the Death in Family list item. 	
19.	Click the Details link. 	

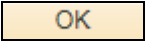
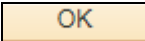

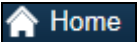


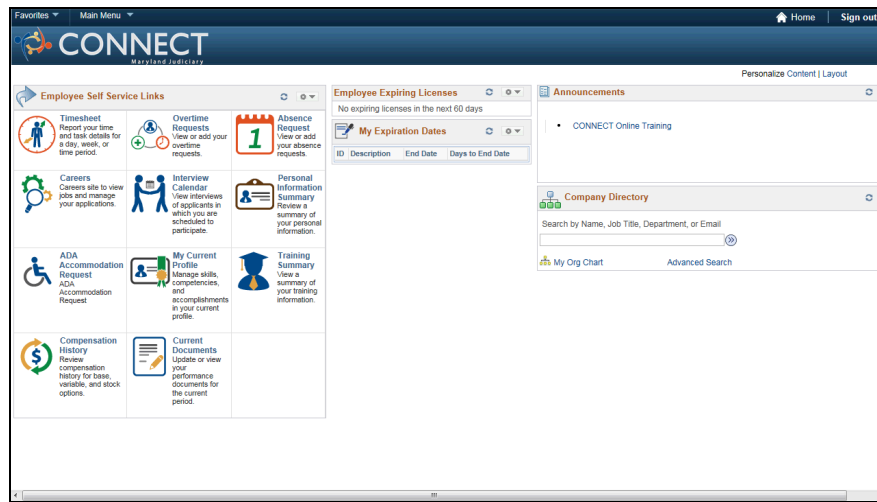
Step	Action	Notes
20.	Click the Calculate End Date or Duration button. 	
21.	The Duration will automatically populate if the Start Date and End Date fields are completed. For this example, the employee requested 3 days off or 24 hours.	
22.	Click the OK button. 	




Step	Action	Notes
23.	Click the Submit button. 	



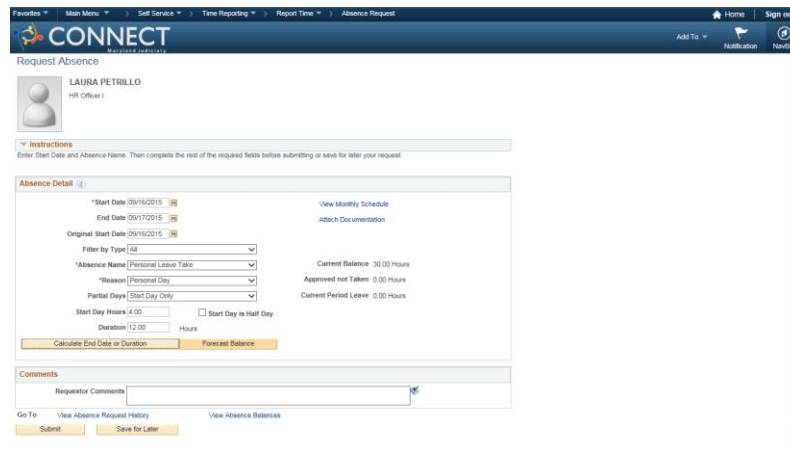
Step	Action	Notes
24.	To acknowledge the message for documentation, click the OK button. 	
25.	This message is alerting you to certify the reported time is accurate. Click the OK button. 	
26.	Click the OK button. 	
27.	Notice the Status for the absence request is Needs Approval.	
28.	Click the Home link. 	



Step	Action	Notes
29.	Click the Sign out link. 	
30.	You have completed the Request Absence from a Timesheet without Balance Forecasting topic. End of Procedure.	

Request Time Off - Partial Start Day Only

Request Time Off - Partial Start Day Only



Procedure


In this topic, you will request time off for 1 partial workday and 1 full workday. The partial workday occurs on the first day of the absence request.

TRAINING GUIDE

CONNECT Employee Self Service

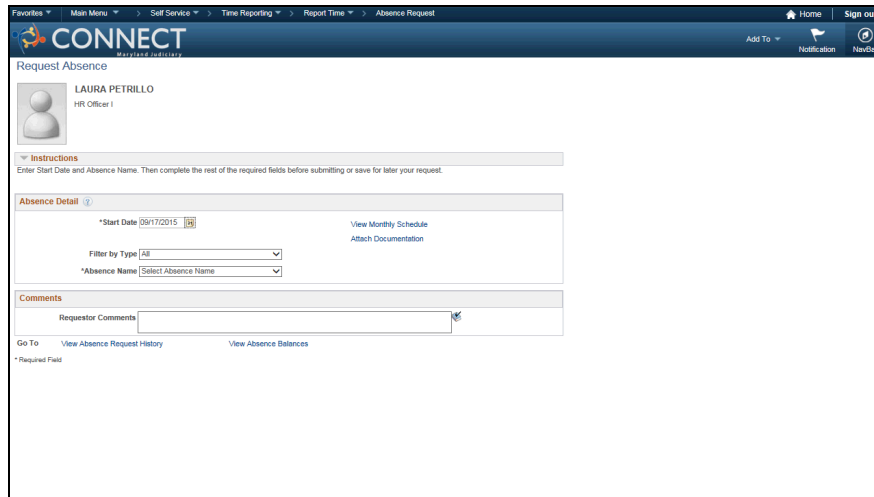






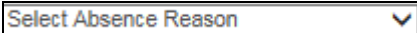



The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. At the bottom, there is a link for 'Set Trace Flags' and a copyright notice: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'



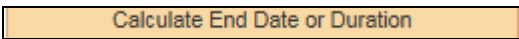
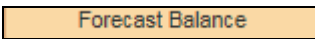
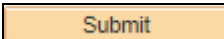
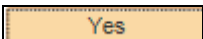
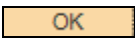
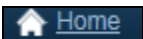
Step	Action	Notes
1.	Enter " lolli.petrillo " into the User ID field.	
2.	Click in the Password field.	
3.	Enter " welcome1 " into the Password field.	
4.	Click the Sign In button. 	

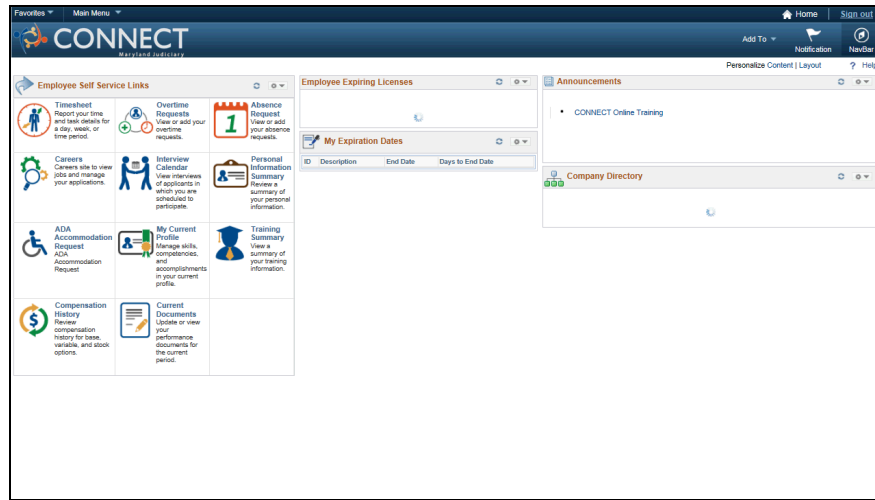
The dashboard shows various service links on the left, including TimeSheet, OverTime, Absence Request, Career Center, Interview Calendar, Personal Information Summary, ADA Accommodation Request, My Current Profile, Training Summary, Compensation History, and Current Documents. The main content area displays 'Employee Expiring Licenses' with a table showing no expiring licenses in the next 60 days, and 'Announcements' with a link to 'CONNECT Online Training'. There is also a 'Company Directory' search bar.

Step	Action	Notes
5.	Click the Absence Request link. 	



Step	Action	Notes
6.	Click the Choose a date button. 	
7.	Click the 16 object. 	
8.	Click the Absence Name drop-down list. 	
9.	Click the Personal Leave Take list item. 	
10.	Depending on the Absence Name selected, the Current Available Balance for the Absence Name will be displayed. For example, Accident Leave Take, which does not accrue time, will not display a current available balance.	
11.	Click the Reason drop-down list. 	
12.	Click the Personal Day list item. 	
13.	Click the Partial Days drop-down list. 	
14.	Selecting Start Day Only indicates that the partial day will occur on the first day of the absence request. Click the Start Day Only list item. 	

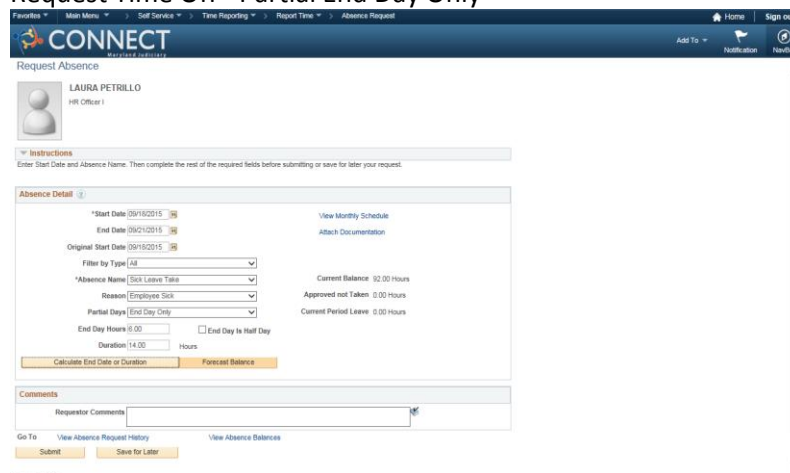
Step	Action	Notes
15.	In the Start Day Hours field, enter the hours that you will be absent from work on the Start Day. Click in the Start Day Hours field. 	
16.	Enter " 4 " into the Start Day Hours field.	
17.	Alternatively, you can select the Start Day is Half Day option if the partial day absence request will be half of your normal workday.	
18.	Click in the Duration field. 	
19.	In the Duration field, enter the total number of hours you will be absent from work. Enter " 12 " into the Duration field.	
20.	Click the Calculate End Date or Duration button. 	
21.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 4 hours on 9/16/2015 and 8 hours on 9/17/2015 = 12 total hours.	
22.	Click the Forecast Balance button. 	
23.	This message is confirming the employee has enough leave to submit the absence request.	
24.	Click the Vertical scrollbar to move down the page.	
25.	Make sure to review your inputs before submitting. Click the Submit button. 	
26.	Click the Yes button to submit. 	
27.	Click the OK button. 	
28.	The Absence Request shows a status and Pending approval by the Manager.	
29.	Click the Home link. 	



Step	Action	Notes
30.	Click the Sign out link. Sign out	
31.	You have completed the Request Time Off - Partial Start Day Only topic. End of Procedure.	

Request Time Off - Partial End Day Only

Request Time Off - Partial End Day Only



Procedure


In this topic, you will request time off for 1 partial workday and 1 full workday. The partial workday occurs on the last day of the absence request.

TRAINING GUIDE

CONNECT Employee Self Service

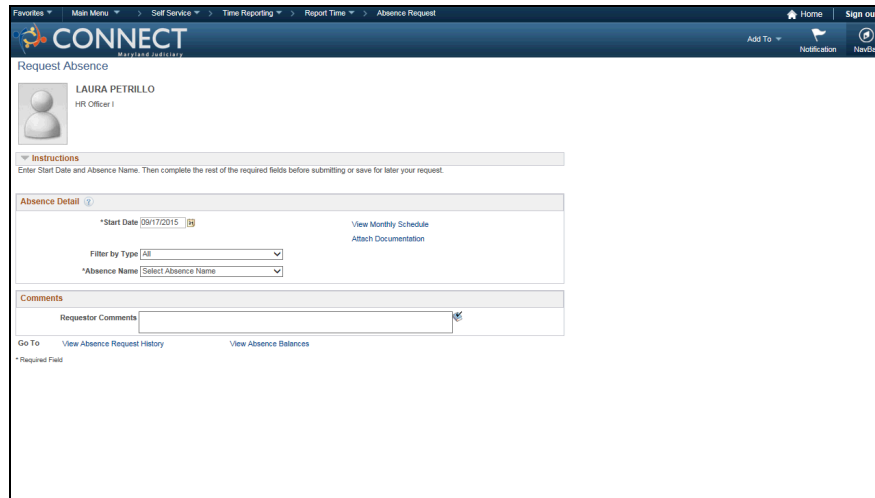






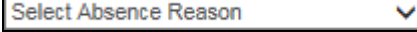

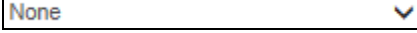

The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. There is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button. Below the button is a link for 'Set Trace Flags'. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " lolly.petrillo " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

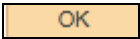
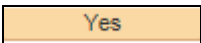
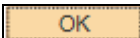
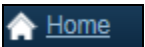
The dashboard shows various self-service links on the left, including 'Time Sheet', 'Over Time', 'Absence Request', 'Career Center', 'Interview Calendar', 'Personal Information Summary', 'ADA Accommodation Request', 'My Current Profile', 'Training Summary', 'Compensation History', and 'Current Documents'. The main area displays 'Employee Expiring Licenses' with a table showing no expiring licenses in the next 60 days. On the right, there are sections for 'Announcements' (CONNECT Online Training) and 'Company Directory' (search by Name, Job Title, Department, or Email).

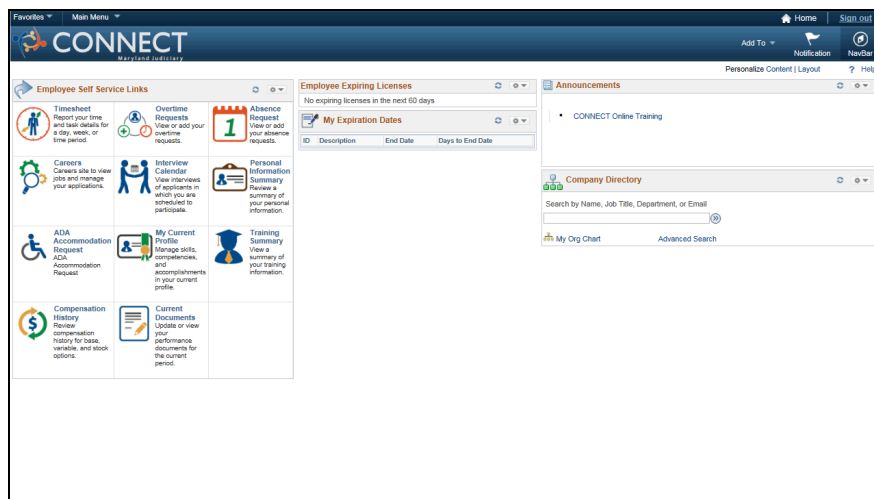
Step	Action	Notes
6.	Click the Absence Request link. 	




Step	Action	Notes
7.	Click the Choose a date button. 	
8.	Click the 18 object. 	
9.	Click the Absence Name drop-down list. 	
10.	Click the Sick Leave Take list item. 	
11.	Depending on the Absence Name selected, the Current Available Balance for the Absence Name will be displayed. For example, Accident Leave Take, which does not accrue time, will not display a current available balance.	
12.	Click the Reason drop-down list. 	
13.	Click the Employee Sick list item. 	
14.	Click the Partial Days drop-down list. 	
15.	Selecting End Day Only indicates that the partial day will occur on the last day of the absence request. Click the End Day Only list item. 	

Step	Action	Notes
16.	<p>In the End Day Hours field, enter the hours that you will be absent from work on the End Day.</p> <p>Click in the End Day Hours field.</p> <input type="text"/>	
17.	<p>Enter "6" into the End Day Hours field.</p>	
18.	<p>Alternatively, you can select the End Day is Half Day option if the partial day absence will be half of your normal workday.</p>	
19.	<p>Click in the Duration field.</p> <input type="text"/>	
20.	<p>In the Duration field, enter the total number of hours you will be absent from work.</p> <p>Enter "14" into the Duration field.</p>	
21.	<p>Click the Calculate End Date or Duration button.</p> <input type="button" value="Calculate End Date or Duration"/>	
22.	<p>The End Date automatically populates the last date of the absence request based on the hours of Duration.</p> <p>For this example, the employee requested 8 hours on 9/18/2015 and 6 hours on 9/21/2015 = 14 total hours.</p>	
23.	<p>Click the Forecast Balance button.</p> <input type="button" value="Forecast Balance"/>	
24.	<p>This message is confirming the employee has enough leave to submit the absence request.</p>	
25.	<p>Click the Vertical Scrollbar to scroll down the page.</p>	
26.	<p>Make sure to review your inputs before submitting.</p> <p>Click the Submit button.</p> <input type="button" value="Submit"/>	
27.	<p>This message is notifying you that documentation may be required to support this absence request.</p> <p>Click the OK button.</p> <input type="button" value="OK"/>	

Step	Action	Notes
28.	This message is notifying you that requesting 3 or more days of sick leave may be requested as FMLA. For this example, the absence type selected was Sick Leave Take. Click the OK button. 	
29.	Click the Yes button to submit. 	
30.	Click the OK button. 	
31.	The Absence Request shows a status and Pending approval by the Manager.	
32.	Click the Home link. 	



Step	Action	Notes
33.	Click the Sign out link. 	
34.	You have completed the Request Time Off - Partial End Day Only topic. End of Procedure.	

Request Time Off - Partial Start and End Days

Request Time Off - Partial Start and End Days

TRAINING GUIDE

CONNECT Employee Self Service



Request Absence

LAURA PETRILLO
HR Officer

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 09/29/2015
*End Date: 09/29/2015
Filter by Type: All
*Absence Name: Actual Leave Take
Reason: Actual Leave
Partial Days: Start and End Days
Start Day Hours: 08:00
End Day Hours: 05:00
Duration: 20:00 Hours
View Monthly Schedule
Attach Documentation
Current Balance: 106.68 Hours
Approved not Taken: 0.00 Hours
Current Period Leave: 0.00 Hours
Calculate End Date or Duration
Forecast Balance

Comments
Requestor Comments

Go To: View Absence Request History View Absence Balances
Submit Save for Later

Procedure


In this topic, you will request time off for 2 partial workdays and 2 full workdays. The partial workdays will occur on the first day and on the last day of the absence request.

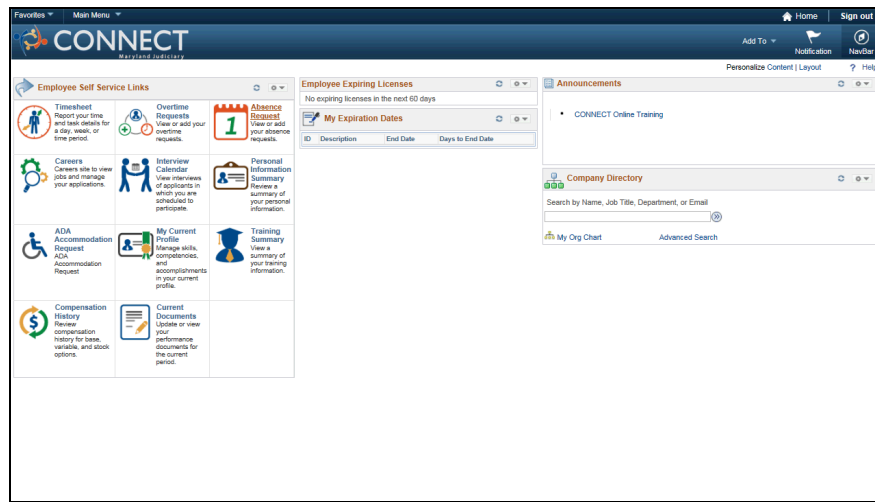
CONNECT
Requestor Self Service

User ID
Password
Select a Language
English

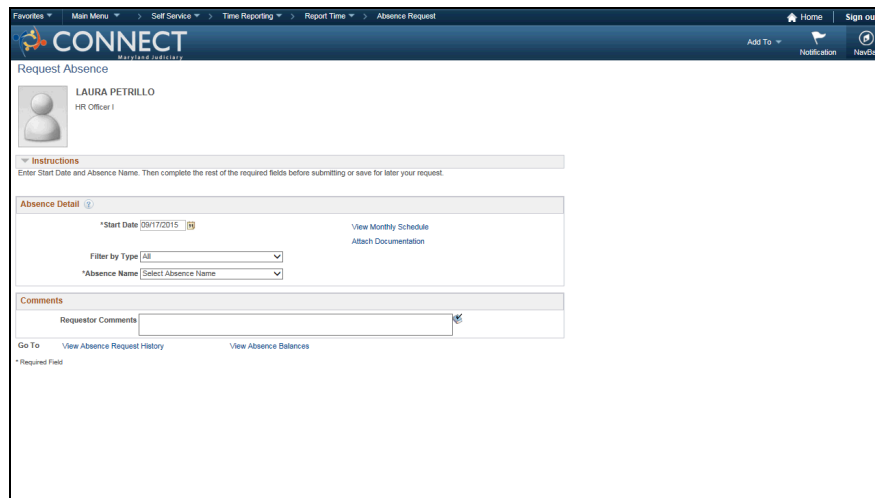
☐ Enable Accessibility Mode
Sign In
Set Trace Flags




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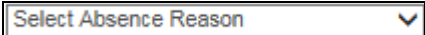


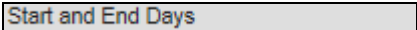



Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " loli.petrillo " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

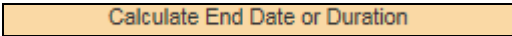
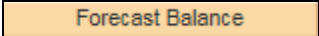
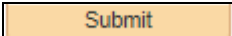
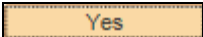
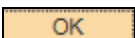
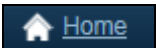


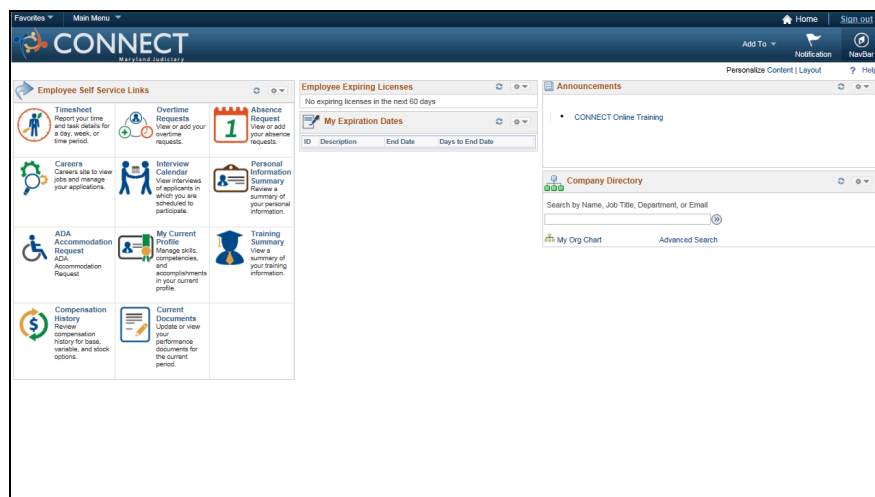
Step	Action	Notes
6.	Click the Absence Request link. 	




Step	Action	Notes
7.	Click the Choose a date button. 	
8.	Click the 23 object. 	
9.	Click the Absence Name drop-down list. 	

Step	Action	Notes
10.	Click the Annual Leave Take list item. 	
11.	Depending on the Absence Name selected, the Current Available Balance for the Absence Name will be displayed. For example, Accident Leave Take, which does not accrue time, will not display a current available balance.	
12.	Click the Reason drop-down list. 	
13.	Click the Annual Leave list item. 	
14.	Click the Partial Days drop-down list. 	
15.	Selecting Start and End Days indicates that the partial day will occur on the first day of the absence request AND on the last day. Click the Start and End Days list item. 	
16.	In the Start Day Hours field, enter the hours that you will be absent from work on the Start Day. Click in the Start Day Hours field. 	
17.	Enter " 2 " into the Start Day Hours field.	
18.	In the End Day Hours field, enter the hours that you will be absent from work on the End Day. Click in the End Day Hours field. 	
19.	Enter " 2 " into the End Day Hours field.	
20.	Alternatively, you can select the Start Day is Half Day option and/or the End Day is Half Day option if the partial day absence will be half of your normal workday.	
21.	Click in the Duration field. 	
22.	In the Duration field, enter the total number of hours you will be absent from work. Enter " 20 " into the Duration field.	

Step	Action	Notes
23.	Click the Calculate End Date or Duration button. 	
24.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 2 hours on 9/23/2015, 8 hours on 9/24/2015, 8 hours on 9/25/2015, and 2 hours on 9/28/2015 = 20 total hours.	
25.	Click the Forecast Balance button. 	
26.	This message is confirming the employee has enough leave to submit the absence request.	
27.	Click the Vertical Scrollbar to scroll down the page.	
28.	Make sure to review your inputs before submitting. Click the Submit button. 	
29.	Click the Yes button to submit. 	
30.	Click the OK button. 	
31.	The Absence Request shows a status and Pending approval by the Manager.	
32.	Click the Home link. 	

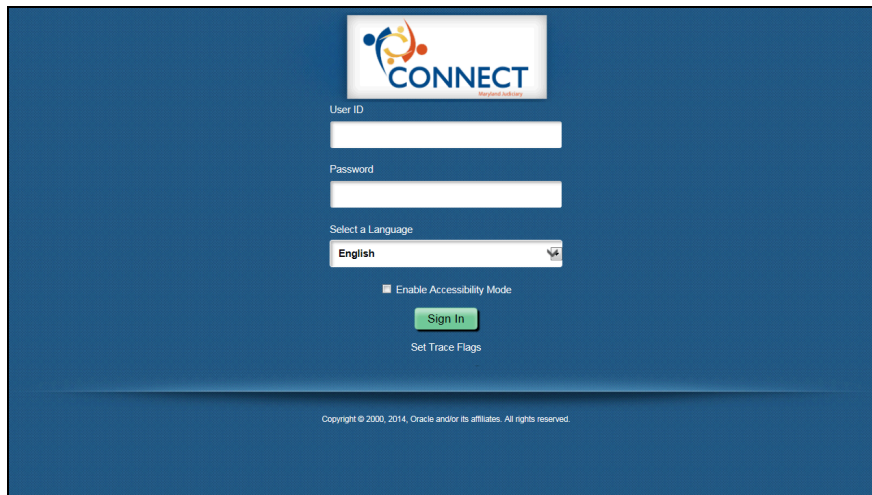


Step	Action	Notes
33.	Click the Sign out link. 	
34.	You have completed the Request Time Off - Partial Start and End Days topic. End of Procedure.	


Request Time Off - All Days

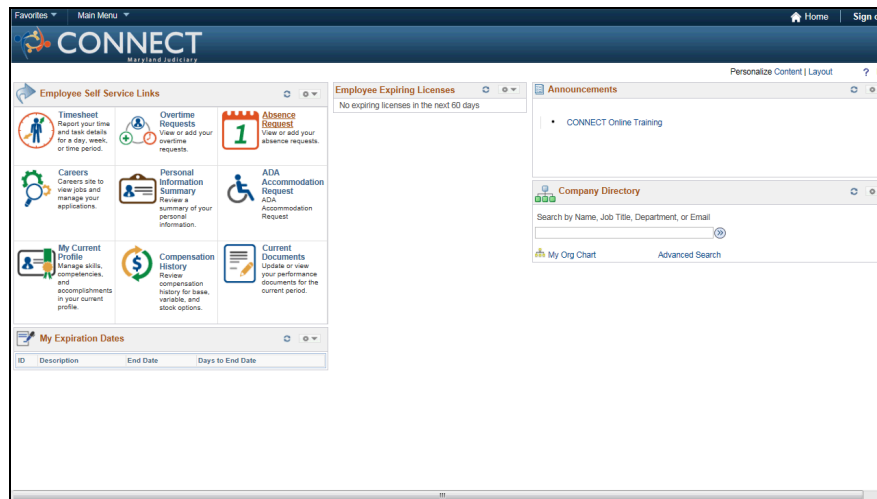
Procedure

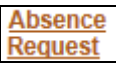
In this topic, you will request partial time off for multiple workdays.

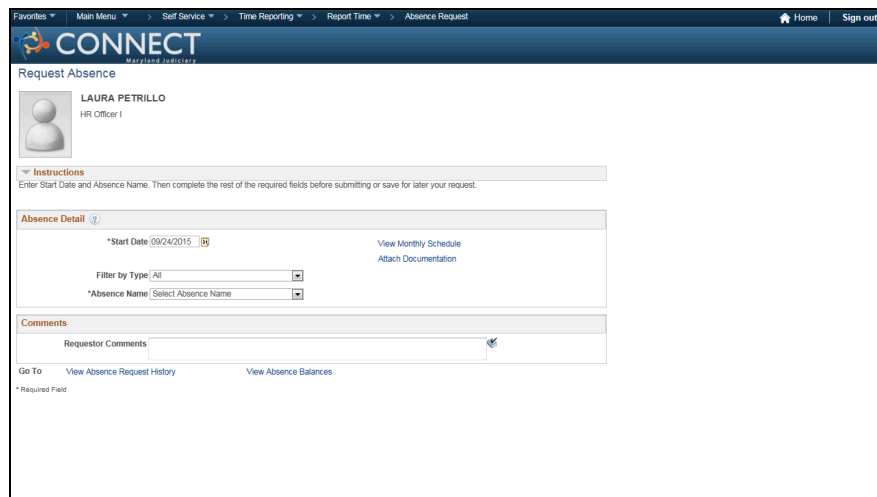




The image shows the login page for the CONNECT Employee Self Service system. It features a blue background with the CONNECT logo at the top. Below the logo are input fields for 'User ID' and 'Password'. There is a 'Select a Language' dropdown menu currently set to 'English'. Below these fields are checkboxes for 'Enable Accessibility Mode' and 'Set Trace Flags'. A green 'Sign In' button is prominently displayed in the center. At the bottom, there is a small copyright notice: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'





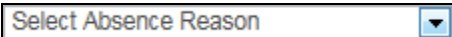





Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " loli.petrillo " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

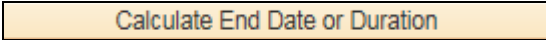
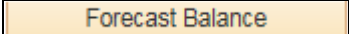
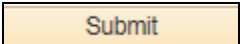
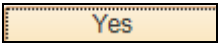

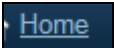


Step	Action	Notes
6.	Click the Absence Request link. 	
7.	For this example, we are submitting an absence request for 4 hours per day for 4 consecutive work days.	



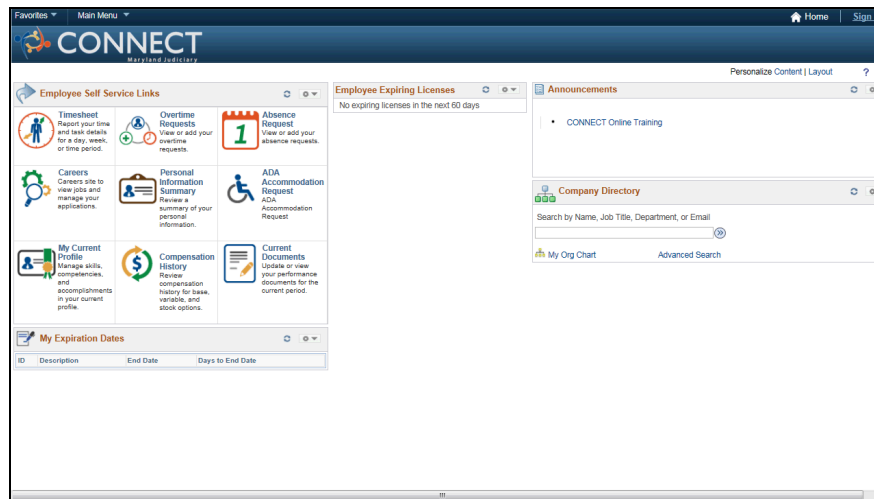
Step	Action	Notes
8.	Click the Choose a date button. 	
9.	Click the 29 object. 	


Step	Action	Notes
10.	Click the Filter by Type drop-down list. 	
11.	Click the Annual Leave list item. 	
12.	Click the Absence Name drop-down list. 	
13.	Click the Annual Leave Take list item. 	
14.	Depending on the Absence Name selected, the Current Available Balance for the Absence Name will be displayed. For example, Accident Leave Take, which does not accrue time, will not display a current available balance.	
15.	Click the Reason drop-down list. 	
16.	Click the Annual Leave list item. 	
17.	Click the Partial Days drop-down list. 	
18.	Selecting All Days indicates that the partial day will occur every day of the absence request for the same number of hours per day. Click the All Days list item. 	
19.	In the All Days Hours field, enter the hours that you will be absent from work each day. Click in the All Days Hours field. 	
20.	Enter "4" into the All Days Hours field.	
21.	Alternatively, you can select the All Days is Half Days option if the partial day absence request will be half of your normal workday.	
22.	Click in the Duration field. 	

Step	Action	Notes
23.	<p>In the Duration field, enter the total number of hours you will be absent from work.</p> <p>In this example, you will be absent 4 hours per day across 4 days.</p> <p>Enter "16" into the Duration field.</p>	
24.	<p>Click the Calculate End Date or Duration button.</p> 	
25.	<p>The End Date automatically populates the last date of the absence request based on the hours of Duration.</p> <p>For this example, the employee requested 4 hours per day from Tuesday through Friday = 16 total hours.</p>	
26.	<p>Click the Forecast Balance button.</p> 	
27.	<p>This message is confirming the employee has enough leave to submit the absence request.</p>	
28.	<p>Click the Vertical scrollbar to move down the page.</p>	
29.	<p>Make sure to review your inputs before submitting.</p> <p>Click the Submit button.</p> 	
30.	<p>Click the Yes button to submit.</p> 	
31.	<p>Click the OK button.</p> 	
32.	<p>The Absence Request shows a status and Pending approval by the Manager.</p>	
33.	<p>Click the Home link.</p> 	

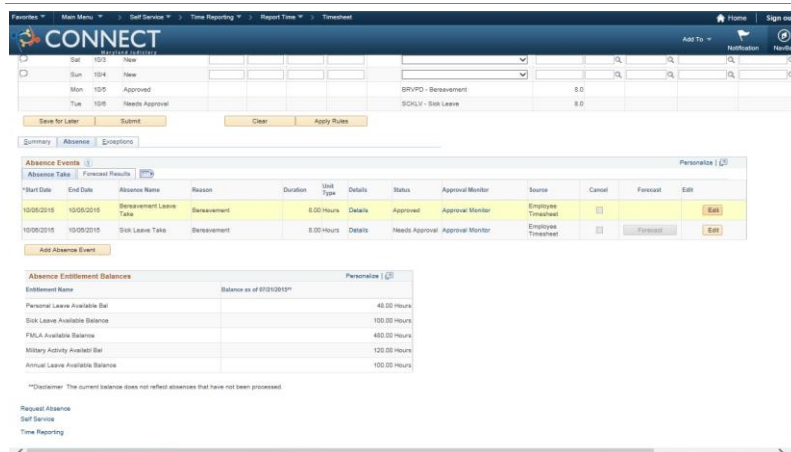
TRAINING GUIDE

CONNECT Employee Self Service



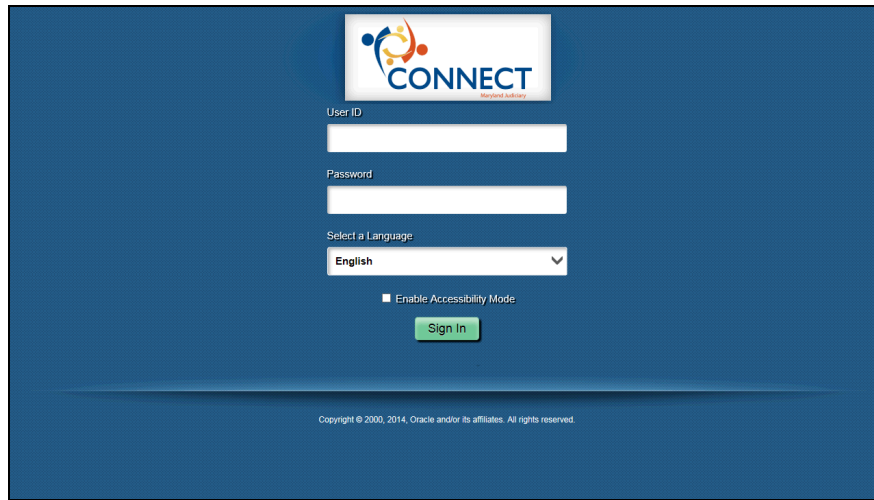
Step	Action	Notes
34.	Click the Sign out link. 	
35.	You have completed the Request Time Off - All Days topic. End of Procedure.	

Canceling Absence Request from Timesheet




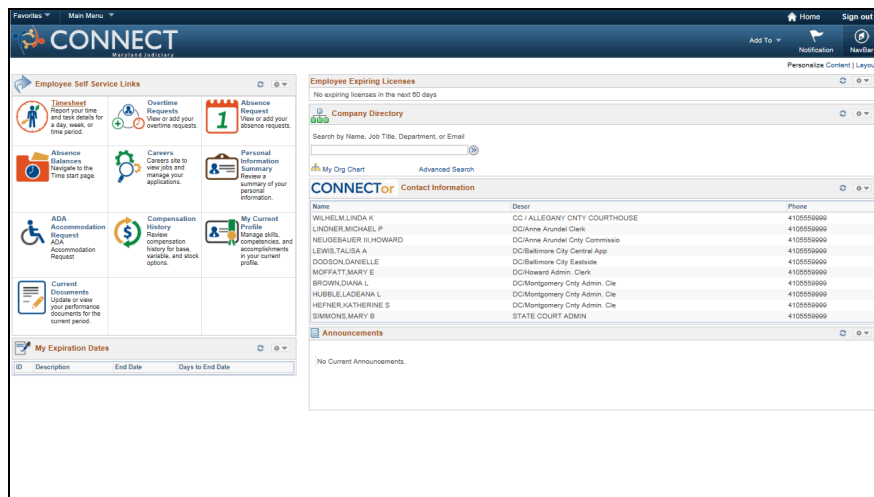
Procedure

In this topic, you will cancel absence requests posted on the timesheet page. One absence has already been approved, another absence will be pending approval.



The login screen features the CONNECT logo at the top. Below it are input fields for 'User ID' and 'Password', a language selection dropdown set to 'English', and a checkbox for 'Enable Accessibility Mode'. A green 'Sign In' button is positioned below these fields. At the bottom, a copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

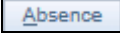


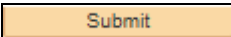
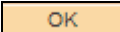
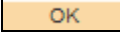



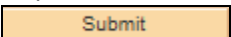
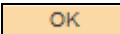
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " donald.duck " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

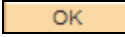


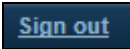


The dashboard displays various self-service links on the left, including Timesheet, Overtime Requests, Absence Requests, Careers, Personal Information Summary, My Current Profile, ADA Accommodation Request, Compensation History, and My Expiration Dates. The main content area shows 'Employee Expiring Licenses' with a table of employee data.

Name	Descr	Phone
WUHELM LINDA K	CC ALLEGANY CNTY COURTHOUSE	4105550000
LINDER MICHAEL P	DC/Kme Account Clerk	4105550000
NEUGEBAUER ILHOWARD	DC/Kme Account City Commissio	4105550000
LEWIS TALISA A	DC/Baltimore City Central App	4105550000
DOOSON DANIELLE	DC/Baltimore City Eastside	4105550000
MOFFATT MARY E	DC/Howard Admin. Clerk	4105550000
BROWN DANA L	DC/Montgomery City Admin. Cle	4105550000
HUBBLE LADIANA L	DC/Montgomery City Admin. Cle	4105550000
HEFNER KATHERINE S	DC/Montgomery City Admin. Cle	4105550000
SIMMONS MARY B	STATE COURT ADMIN	4105550000

Step	Action	Notes
6.	Click the Timesheet link. 	

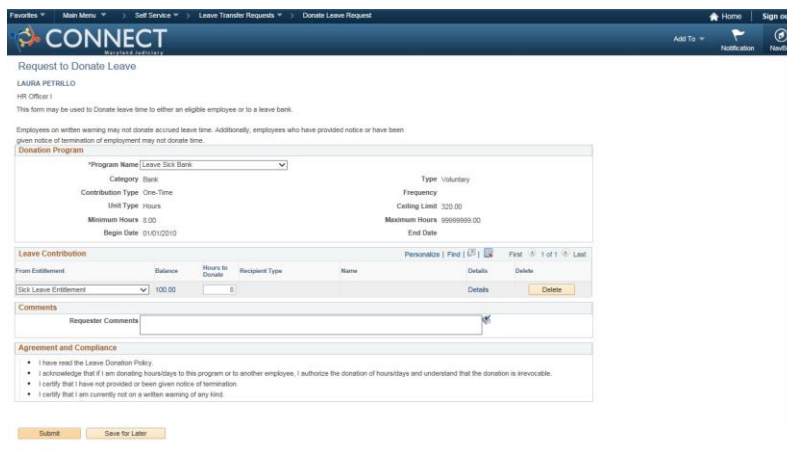
Step	Action	Notes
7.	Employee Donald Duck is using a punch timesheet.	
8.	Click the Absence tab. 	
9.	Click the Vertical scrollbar to move down the page.	
10.	Click the Edit button for the Approved absence. 	
11.	Click the Cancel option. 	
12.	Click the Submit button to make the change to the absence request. 	
13.	To acknowledge documentation may be required, click the OK button. 	
14.	This message is alerting you to certify the reported time is accurate. Click the OK button. 	
15.	Click the OK button. 	
16.	Notice the Approved absence has been removed from the Absence Events section. Click the Edit button for the absence request that is pending approval. 	
17.	Click the Cancel option. 	
18.	Click the Submit button to make the change to the absence request. 	
19.	To acknowledge documentation may be required, click the OK button. 	

Step	Action	Notes
20.	This message is alerting you to certify the reported time is accurate. Click the OK button. 	
21.	Click the OK button. 	
22.	Notice both absence requests have been removed from the Absence Events section.	
23.	Click the Home link. 	
24.	Click the Sign out link. 	
25.	You have completed the Canceling Absence Request from Timesheet topic. End of Procedure.	

Managing Leave Bank

Leave Bank Enrollment

Employees can enroll in the leave bank program with a minimum donation of 8 hours.





Procedure

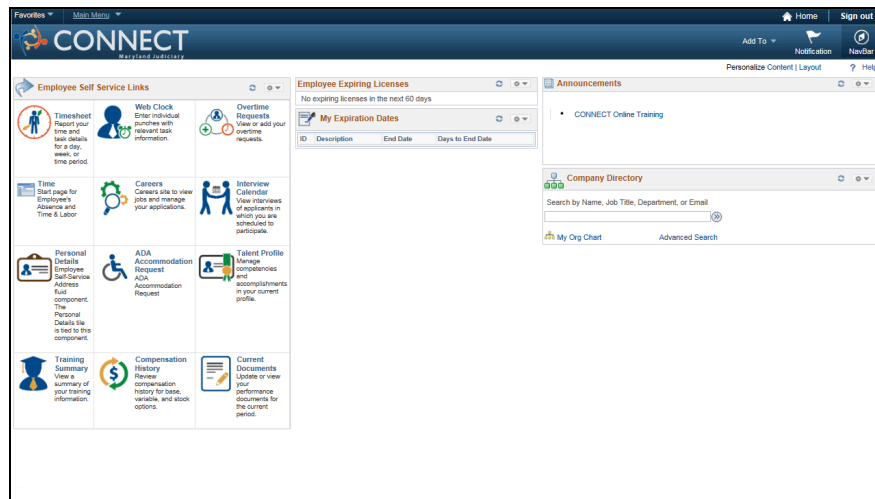
In this topic, you will enroll in the leave bank program by submitting a leave donation request for sick leave.


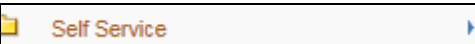


TRAINING GUIDE

CONNECT Employee Self Service



Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " loli.petrillo " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	




Step	Action	Notes
7.	Click the Main Menu button. 	
8.	Click the Self Service menu. 	
9.	Click the Leave Transfer Requests menu. 	
10.	Click the Donate Leave Request menu. 	
11.	For this example, you are submitting a request to donate sick leave to the Leave Sick Bank program. The initial donation to any leave bank will serve as enrollment into the leave bank program.	

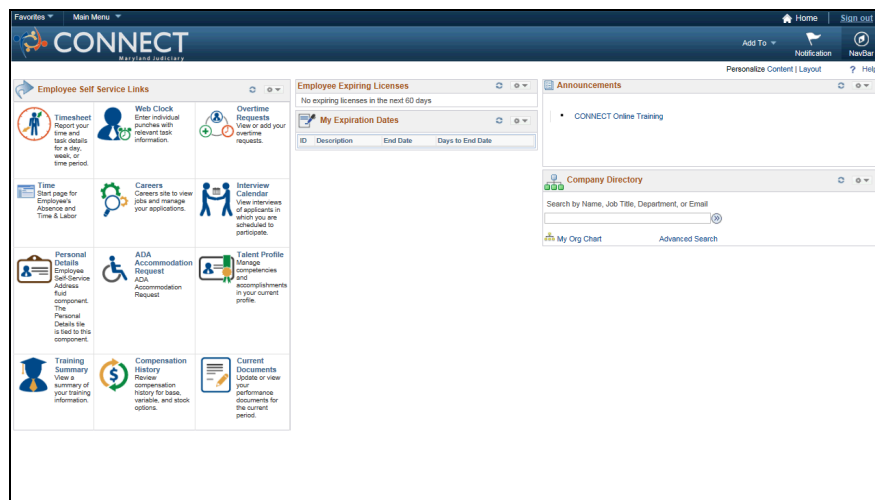
TRAINING GUIDE


CONNECT Employee Self Service



Step	Action	Notes
12.	Click the Program Name drop-down list. 	
13.	Click the Leave Sick Bank list item. 	
14.	Click the From Entitlement drop-down list. 	
15.	Click the Sick Leave Entitlement list item. 	
16.	The Balance column displays the employee's current available balance. For this example, you have 100 hours of sick leave to donate.	
17.	Click in the Hours to Donate field. 	
18.	Enter "8" into the Hours to Donate field.	
19.	Review the Agreement and Compliance section.	
20.	Click the Submit button. 	
21.	Click the Yes button. 	
22.	Click the OK button. 	

Step	Action	Notes
23.	After submission, leave donation will be sent for approval by the employee's Manager, Marti Robinson. Once approved, the employee will be enrolled in the leave bank program.	
24.	Click the Home link. 	



Step	Action	Notes
25.	Click the Sign out link. 	
26.	You have completed the Leave Bank Enrollment topic. End of Procedure.	

Request to Receive Leave Bank Donation

Once enrolled in the leave bank program, an employee can request to receive donated leave from the leave bank.

TRAINING GUIDE

CONNECT Employee Self Service



Request to Receive Donated Leave

LAURA PETRILLO
HR Office

This form may be used to request donated leave from a leave program for yourself or on behalf of another employee.

Donation Program

*Program Name: Type:
 Category: Contribution Type: Frequency:
 Unit Type: Ceiling Level:
 Minimum Hours: Maximum Hours:
 Begin Date: End Date:

Leave Time Request

*Recipient: Recipient Name:
 *Begin Date: *End Date: [View Balance](#)
 *Hours Requested: ☐ This is a Recurring Occurrence


Leave Reason

Reason:
 Description:
☐ I am taking a Leave for my own catastrophic illness or injury.
☐ I need to cover the 7 calendar day waiting period before Short Term Disability or Paid Family Leave (California employees only) begins.
☐ I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injury.
☐ Other (Please provide additional details.)
 Additional Details:

Procedure

In this topic, you will submit a request to receive a donation from the leave bank.

A request to receive a leave donation is only for employees enrolled in a leave bank program.





User ID:

Password:

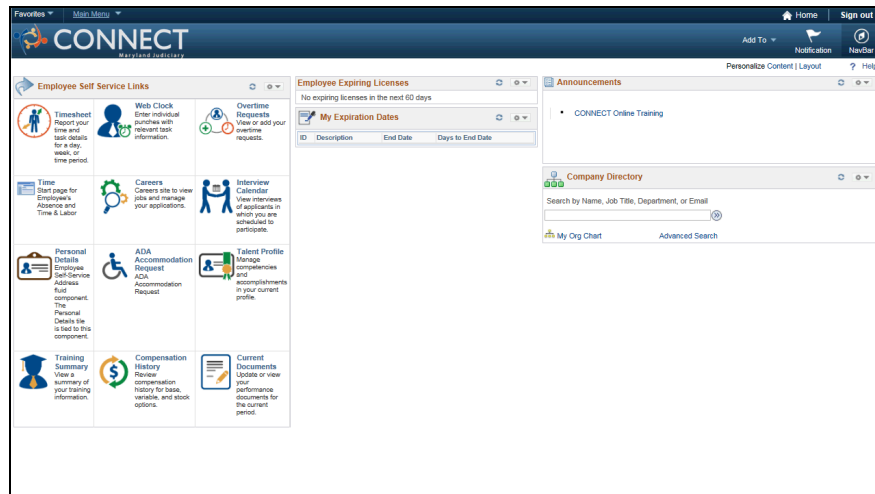
Select a Language:



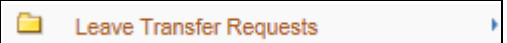
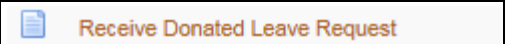
☐ Enable Accessibility Mode

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Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " loli.petrillo " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

Step	Action	Notes
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	



Step	Action	Notes
7.	Click the Main Menu button. 	
8.	Click the Self Service menu. 	
9.	Click the Leave Transfer Requests menu. 	
10.	Click the Receive Donated Leave Request menu. 	
11.	An employee enrolled in the leave bank program can only request leave from the leave bank if: <ol style="list-style-type: none"> 1. All available leave banks are exhausted; 2. Leave is exhausted because of a prolonged or serious medical condition; 3. The employee is in good standings on past leave usage, disciplinary and performance ratings. <p>For this example, you are requesting to receive 8 hours from the Leave Bank Receive Program to be used in the month of October 2015.</p>	

TRAINING GUIDE

CONNECT Employee Self Service



Request to Receive Donated Leave

LAURA PETRILLO
HR Officer I

This form may be used to request donated leave from a leave program for yourself or on behalf of another employee.

Donation Program

*Program Name: Select Program

Category: Type:

Contribution Type: Frequency:

Unit Type: Ceiling Limit:

Minimum Days: Maximum Days:

Begin Date: End Date:

Leave Time Request

*Recipient: Employee Recipient Name:

*Begin Date: *End Date:

*Days Requested: [View Balances](#)

☐ This is a Recurring Occurrence

Leave Reason

Reason:

Description:

☐ I am taking a Leave for my own catastrophic illness or injury.

☐ I need to cover the 7 calendar day waiting period before Short Term Disability or Paid Family Leave (California employees only) begins.

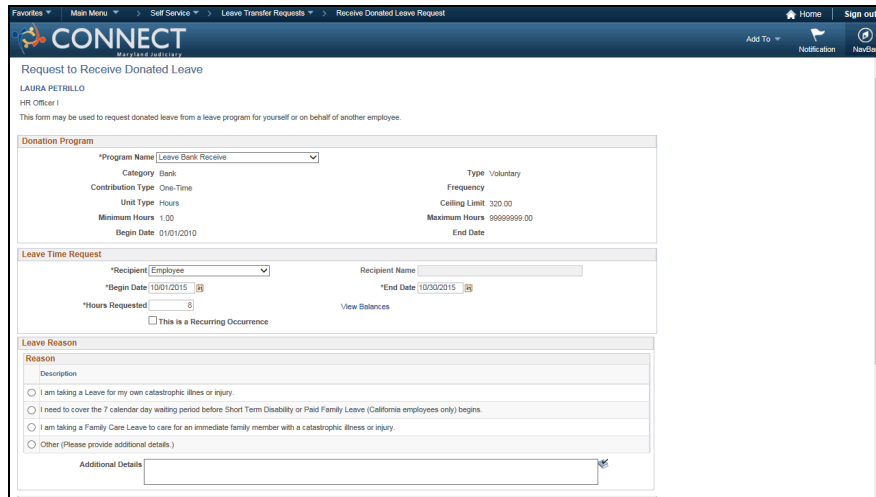
☐ I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injury.

☐ Other (Please provide additional details.)

Additional Details:

Step	Action	Notes
12.	Click the Program Name drop-down list. Select Program	
13.	Click the Leave Bank Receive list item. Leave Bank Receive	
14.	Click the Choose a date button. 31	
15.	Click the Month drop-down list. September	
16.	Click the October list item. October	
17.	Click the 1 object. 1	
18.	Click the Choose a date button. 31	
19.	Click the Month drop-down list. September	
20.	Click the October list item. October	
21.	Click the 30 object. 30	
22.	Click in the Hours Requested field. 	
23.	Enter " 8 " into the Hours Requested field.	

Step	Action	Notes
24.	Click the View Balances link to view the employee's current available balances. View Balances	
25.	Click the Return to Receive Donated Leave Request link. Return to Receive Donated Leave Request	



Request to Receive Donated Leave

LAURA PETRILLO
HR Officer I

This form may be used to request donated leave from a leave program for yourself or on behalf of another employee.

Donation Program

*Program Name: Leave Bank Receive
 Category: Bank
 Contribution Type: One-Time
 Unit Type: Hours
 Minimum Hours: 1.00
 Begin Date: 01/01/2010
 Type: Voluntary
 Frequency: 320.00
 Ceiling Limit: 320.00
 Maximum Hours: 99999999.00
 End Date:

Leave Time Request

*Recipient: Employee
 Recipient Name:
 *Begin Date: 10/01/2015
 *End Date: 10/03/2015
 *Hours Requested: 6
 View Balances
☐ This is a Recurring Occurrence


Leave Reason

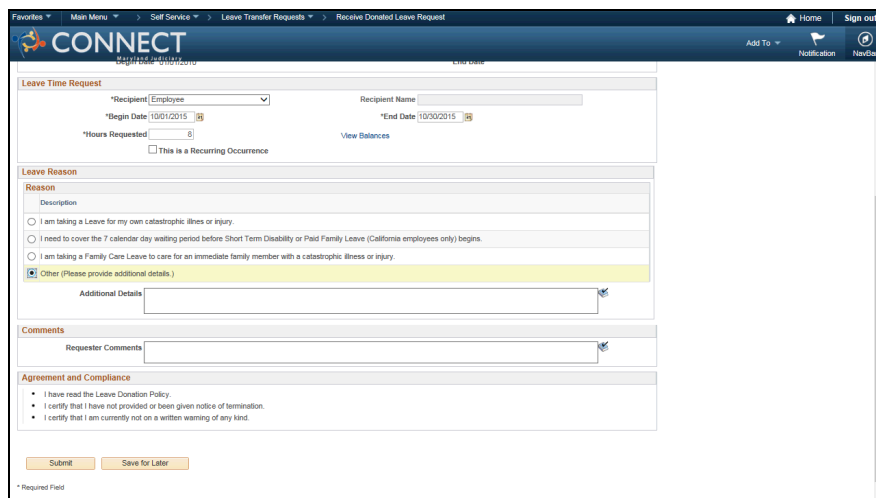
Reason

Description

☐ I am taking a Leave for my own catastrophic illness or injury.
☐ I need to cover the 7 calendar day waiting period before Short Term Disability or Paid Family Leave (California employees only) begins.
☐ I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injury.
☒ Other (Please provide additional details.)

Additional Details:

Step	Action	Notes
26.	Click the Vertical Scrollbar to scroll down the page.	
27.	Click the Other option. 	



Request to Receive Donated Leave

LAURA PETRILLO
HR Officer I

This form may be used to request donated leave from a leave program for yourself or on behalf of another employee.

Leave Time Request

*Recipient: Employee
 Recipient Name:
 *Begin Date: 10/01/2015
 *End Date: 10/03/2015
 *Hours Requested: 6
 View Balances
☐ This is a Recurring Occurrence

Leave Reason

Reason

Description

☐ I am taking a Leave for my own catastrophic illness or injury.
☐ I need to cover the 7 calendar day waiting period before Short Term Disability or Paid Family Leave (California employees only) begins.
☐ I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injury.
☒ Other (Please provide additional details.)

Additional Details:

Comments

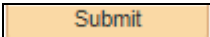
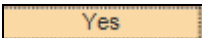
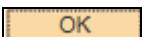
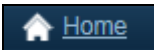
Requester Comments:

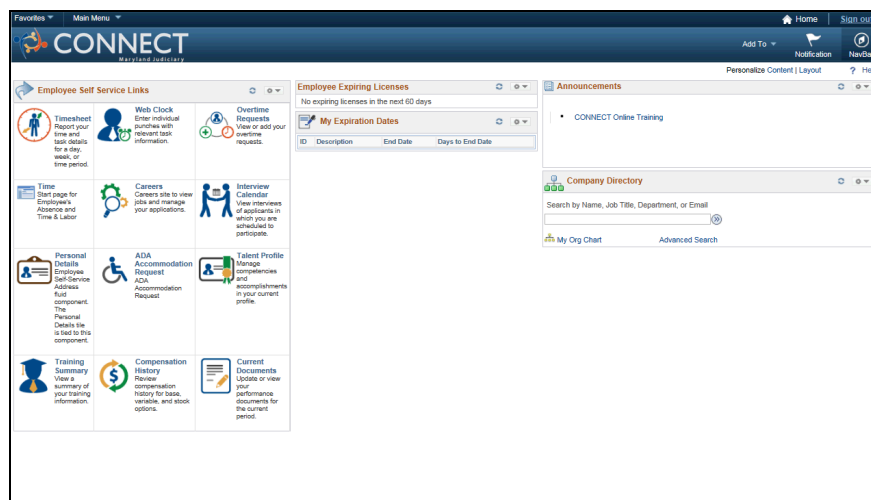
Agreement and Compliance


- I have read the Leave Donation Policy.
- I certify that I have not provided or been given notice of termination.
- I certify that I am currently not on a written warning of any kind.

Submit Save for Later

* Required Field

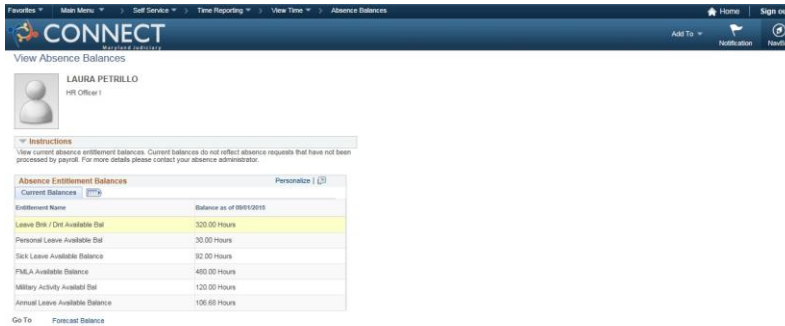
Step	Action	Notes
28.	Click in the Additional Details field.	
29.	Enter " Family issues " into the Additional Details field.	
30.	Review the Agreement and Compliance section.	
31.	Click the Submit button. 	
32.	Click the Yes button. 	
33.	Click the OK button. 	
34.	After submission, the request to receive a leave donation will be sent for approval by Employee Relations.	
35.	Click the Home link. 	



Step	Action	Notes
36.	Click the Sign out link. 	
37.	You have completed the Request to Receive Leave Bank Donation topic. End of Procedure.	

View Leave Bank/Donation Balance

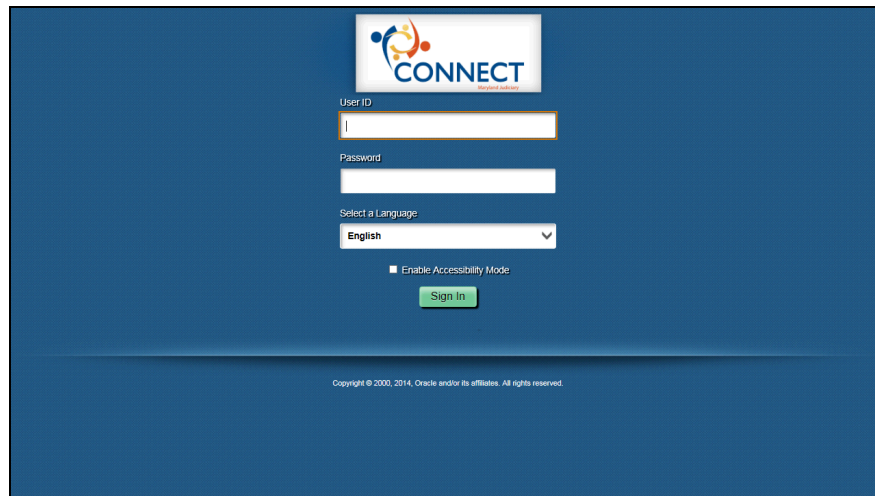
An employee can view their absence balances. Included as an absence balance, is the leave bank/donation available balance.





Absence Entitlement Balances	
Entitlement Name	Balance as of 09/01/2015
Leave Bank / Orl Available Bal	320.00 Hours
Personal Leave Available Bal	30.00 Hours
Sick Leave Available Balance	32.00 Hours
FMLA Available Balance	480.00 Hours
Military Activity Available Bal	120.00 Hours
Annual Leave Available Balance	106.60 Hours

Procedure

In this topic, you will view the leave bank/donation balance.




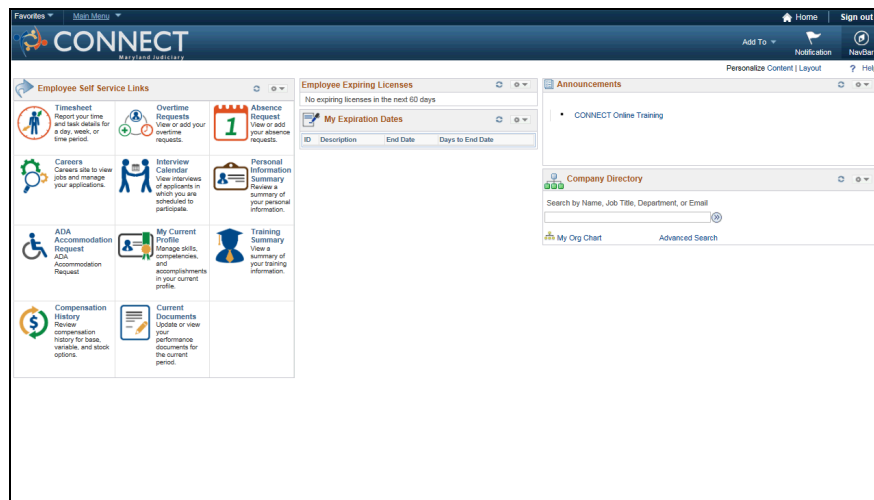
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " loli.petrillo " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	

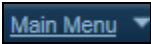




TRAINING GUIDE

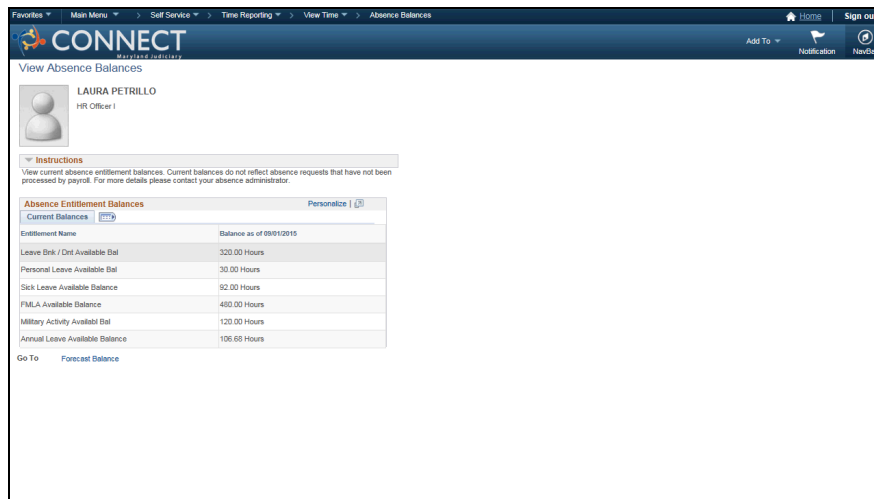
CONNECT Employee Self Service



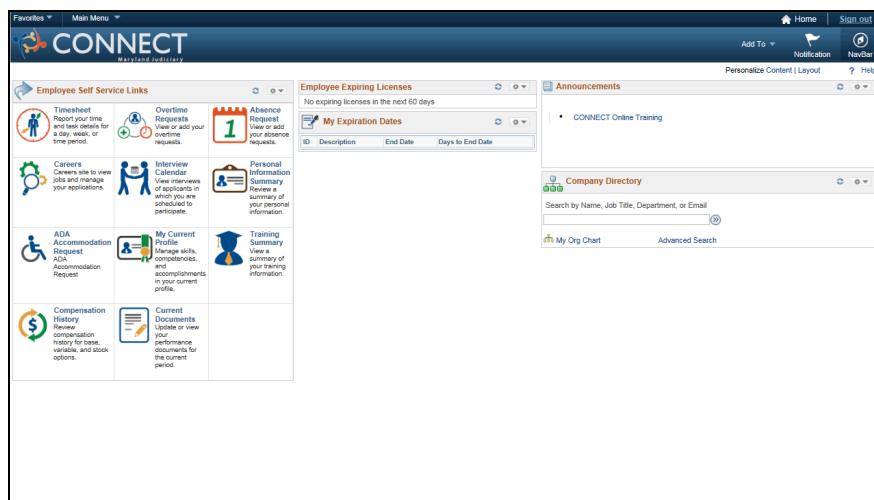
Step	Action	Notes
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	

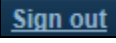


Step	Action	Notes
7.	Click the Main Menu button. 	
8.	Click the Self Service menu. 	
9.	Click the Time Reporting menu. 	
10.	Click the View Time menu. 	
11.	Click the Absence Balances menu. 	
12.	This page displays all of the employees' available absence balances including the available balance for Leave Bank/Donation.	



Step	Action	Notes
13.	Click the Home link. 	



Step	Action	Notes
14.	Click the Sign out link. 	
15.	You have completed the View Leave Bank/Donation Balance topic. End of Procedure.	

Donate Annual Leave to an Individual

An employee enrolled in the leave bank program can also donate to a specific individual.

TRAINING GUIDE

CONNECT Employee Self Service



CONNECT
EMPLOYEE SELF SERVICE

Home | Sign out

Add To | Notification | Help

HR Office |

This form may be used to Donate leave time to either an eligible employee or to a leave bank.

Employees on written warning may not donate accrued leave time. Additionally, employees who have provided notice or have been given notice of termination of employment may not donate time.

Donation Program

Program Name: Type: Emergency
 Category: Individual Frequency: Frequency
 Contribution Type: One-Time Ceiling Limit: 320.00
 Unit Type: Hours Maximum Hours: 999999.00
 Minimum Hours: 1.00 End Date:
 Begin Date: 01/01/2010

Leave Contribution

From: Enrollment Balance: 118.51 Hours to Donate: 10.00 Recipient Type: Employee Name: QUILTY, JEFFERY S. Details: Delete

Annual Leave Enrollment: Add Contribution

Comments

Requester Comments:

Agreement and Compliance

- I have read the Leave Donation Policy.
- I acknowledge that if I am donating hours/days to this program or to another employee, I authorize the donation of hours/days and understand that the donation is irrevocable.
- I certify that I have not provided or have given notice of termination.
- I certify that I am currently not on a written warning of any kind.

Submit Save for Later

* Required Field

Procedure

In this topic, you will donate annual leave to an individual employee.

CONNECT
EMPLOYEE SELF SERVICE

User ID:

Password:


Select a Language:

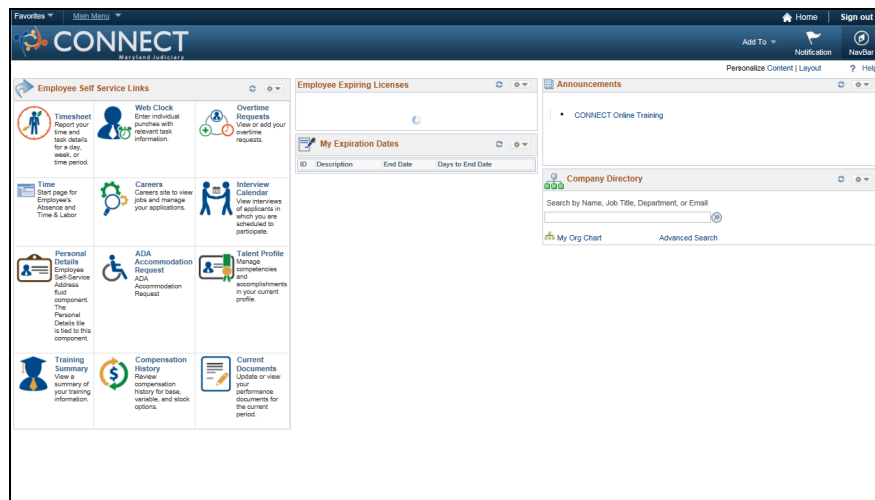
☐ Enable Accessibility Mode





Sign In

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Step	Action	Notes
1.	Click in the User ID field. <input type="text"/>	
2.	Enter " lolli.petrillo " into the User ID field.	
3.	Click in the Password field. <input type="password"/>	
4.	Enter " welcome1 " into the Password field.	

Step	Action	Notes
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	



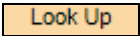

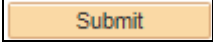
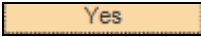


Step	Action	Notes
7.	Click the Main Menu button. 	
8.	Click the Self Service menu. 	
9.	Click the Leave Transfer Requests menu. 	
10.	Click the Donate Leave Request menu. 	
11.	For this example, you are donating annual leave to a Leave Donate Annual Bank Program setup for Jeffrey Qualey.	

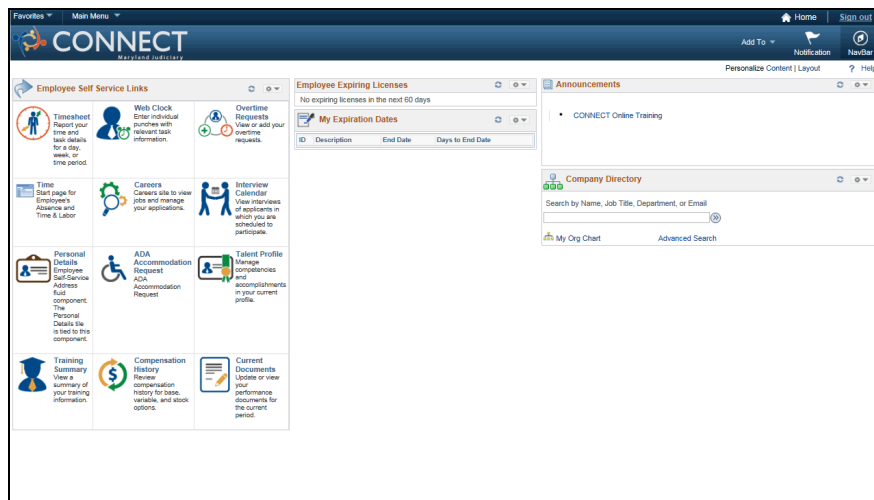
TRAINING GUIDE


CONNECT Employee Self Service



Step	Action	Notes
12.	Click the Program Name drop-down list. 	
13.	Click the Lv Dnt Annual - Jeffery Qualey list item. 	
14.	Click the From Entitlement drop-down list. 	
15.	Click the Annual Leave Entitlement list item. 	
16.	The Balance column displays the employee's current available balance. For this example, you have 118.51 hours of annual leave to donate.	
17.	Click in the Hours to Donate field. 	
18.	Enter " 10 " into the Hours to Donate field.	
19.	Click the Recipient Type drop-down list. 	
20.	Click the Employee list item. 	
21.	Click the Look up button. 	
22.	Click in the Search by: Name field. 	
23.	Enter " qualey " into the Search by: Name field.	

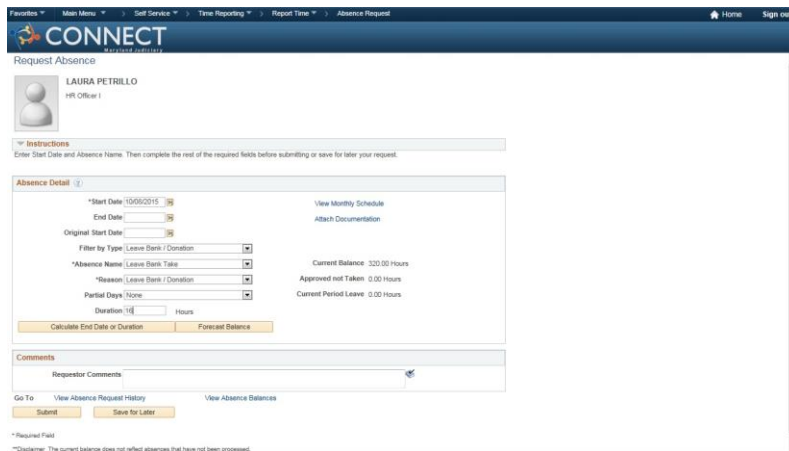
Step	Action	Notes
24.	Click the Look Up button. 	
25.	Click the QUALEY,JEFFERY S link. 	
26.	Review the Agreement and Compliance section.	
27.	Click the Submit button. 	
28.	Click the Yes button. 	
29.	Click the OK button. 	
30.	After submission, leave donation to an individual will be sent for approval by Employee Relations.	
31.	Click the Home link. 	



Step	Action	Notes
32.	Click the Sign out link. 	
33.	You have completed the Donate Annual Leave to an Individual topic. End of Procedure.	

Request Time Off with Leave Bank/Donation



An employee can request an absence using leave bank/donation.




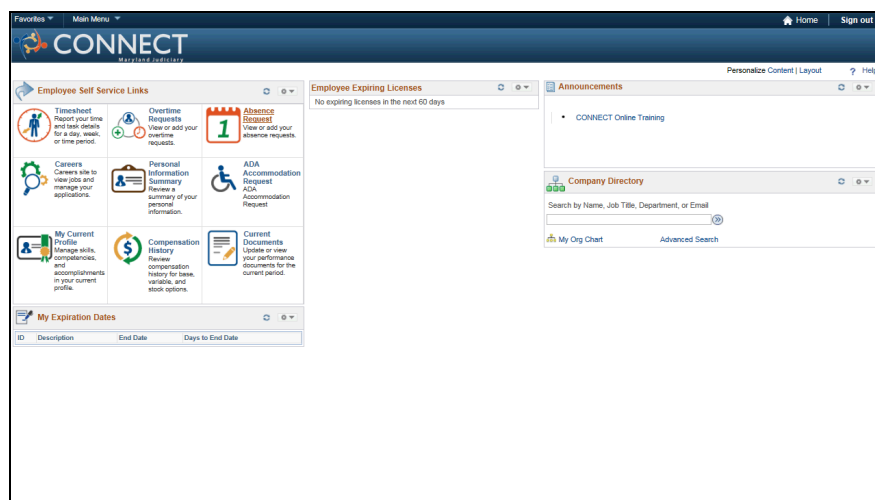
Procedure

In this topic, you will request time off using leave bank donation as an employee.



Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " loli.petrillo " into the User ID field.	
3.	Click in the Password field. 	

Step	Action	Notes
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	


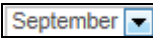







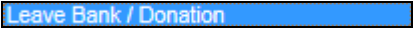



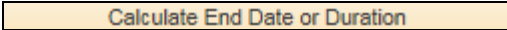
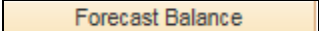
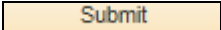
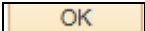
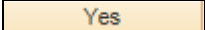
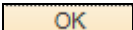

Step	Action	Notes
7.	Click the Absence Request link. 	

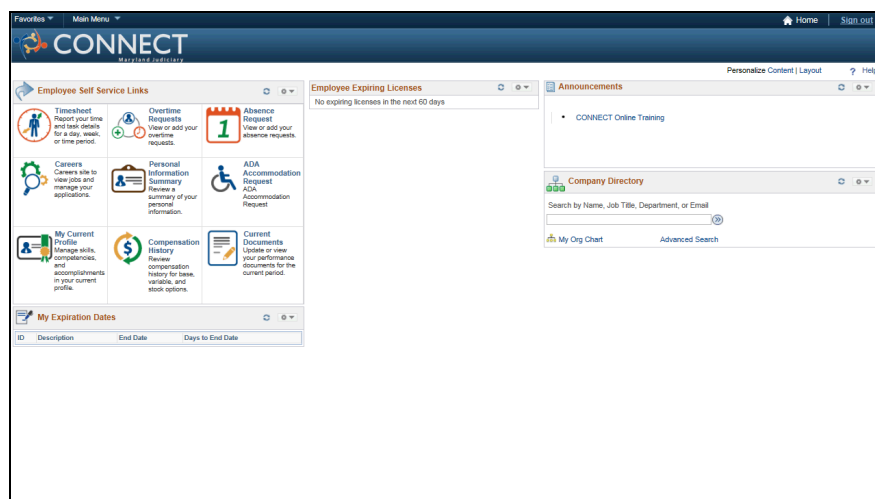
TRAINING GUIDE

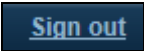
CONNECT Employee Self Service



Step	Action	Notes
8.	Click the Choose a date button. 	
9.	Click the Month drop-down list. 	
10.	Click the October list item. 	
11.	Click the 8 object. 	
12.	Click the Filter by Type drop-down list. 	
13.	Click the Leave Bank / Donation list item. 	
14.	Click the Absence Name drop-down list. 	
15.	Click the Leave Bank Take list item. 	
16.	Click the Reason drop-down list. 	
17.	Click the Leave Bank / Donation list item. 	
18.	The Current Balance for Leave Bank Take will appear.	
19.	Click in the Duration field. 	
20.	Enter " 16 " into the Duration field.	

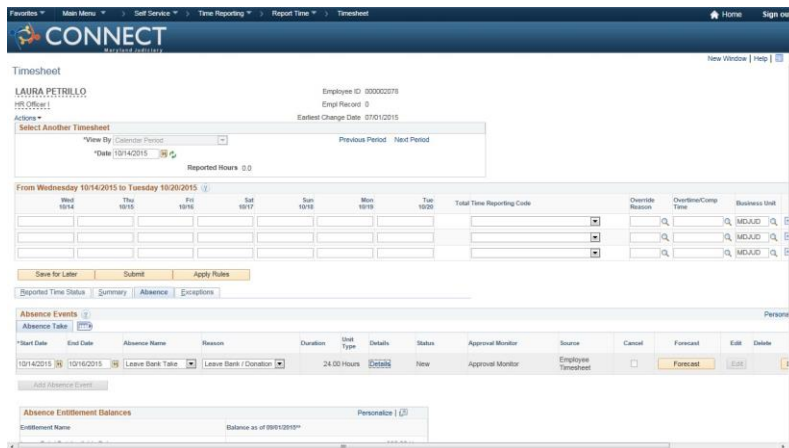
Step	Action	Notes
21.	Click the Calculate End Date or Duration button. 	
22.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 16 hours or 2 days.	
23.	Click the Forecast Balance button. 	
24.	This message is confirming the employee has enough leave to submit the absence request.	
25.	Click the Submit button. 	
26.	To acknowledge the message for documentation, Click the OK button. 	
27.	Click the Yes button to submit. 	
28.	Click the OK button. 	
29.	Click the Vertical scrollbar to move down the page.	
30.	The Absence Request shows a Submitted Status and Pending approval by the Manager.	
31.	Click the Home link. 	



Step	Action	Notes
32.	Click the Sign out link. 	
33.	You have completed the Request Time Off with Leave Bank/Donation topic. End of Procedure.	

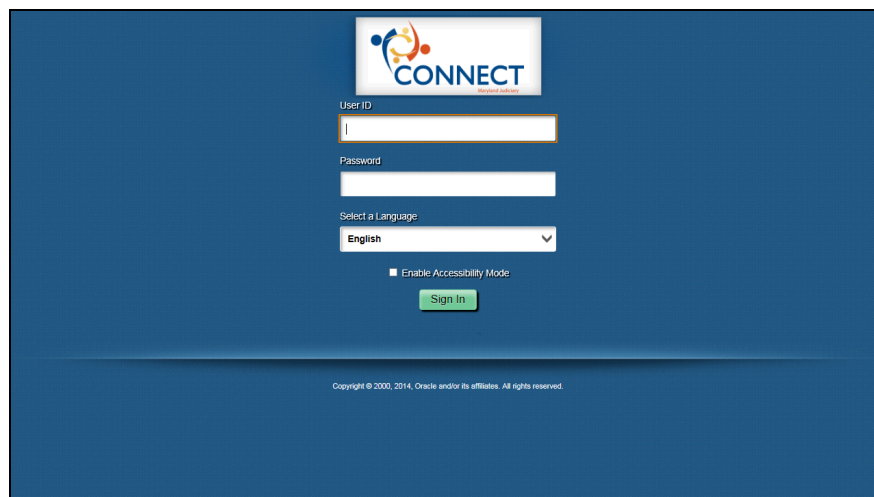
Request Time Off from a Timesheet with Leave Bank/Donation




An employee can request an absence using leave bank/donation from their timesheet page.

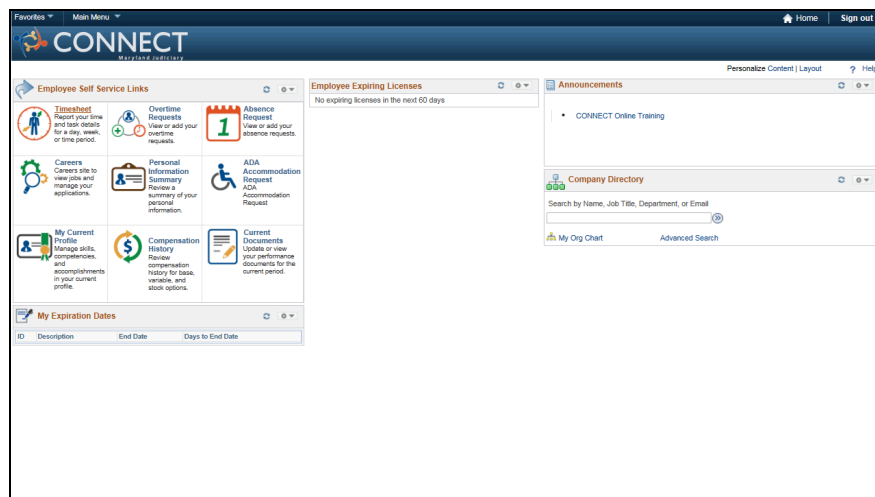


Procedure

In this topic, you will request time off from an employee's elapsed timesheet using leave bank donation.



Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " loli.petrillo " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	



Step	Action	Notes
7.	Click the Timesheet link. 	

TRAINING GUIDE

CONNECT Employee Self Service



Timesheet

LAURA PETRILLO
HR Officer I

Employee ID: 000002078
Empl Record: 0
Earliest Change Date: 07/01/2015

Actions

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 10/14/2015 Reported Hours: 0.0

From Wednesday 10/14/2015 to Tuesday 10/20/2015

Wed 10/14	Thu 10/15	Fri 10/16	Sat 10/17	Sun 10/18	Mon 10/19	Tue 10/20	Total Time Reporting Code	Override Reason	Overtime/Comp Time	Business Unit

Save for Later Submit Apply Rules


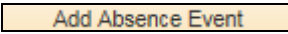

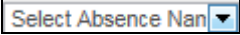

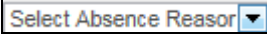


Reported Time Status Summary Absence Exceptions

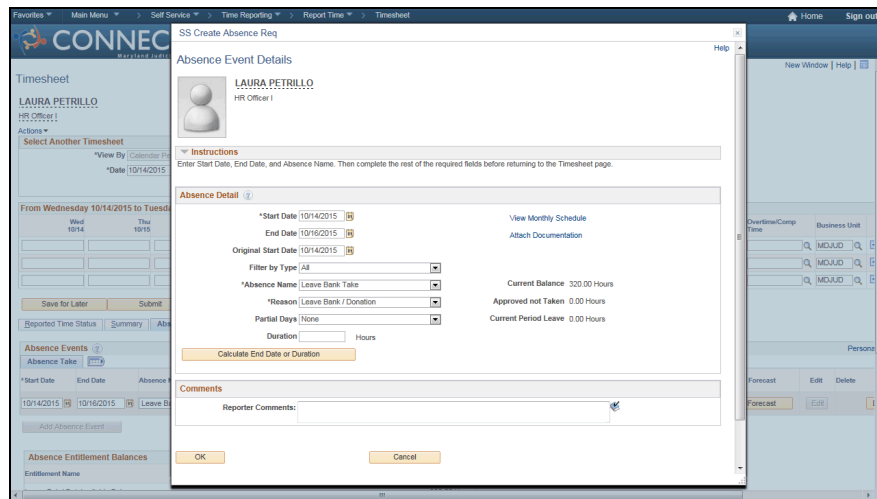
Reported Time Status


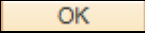
Date Total TRC Description Comments

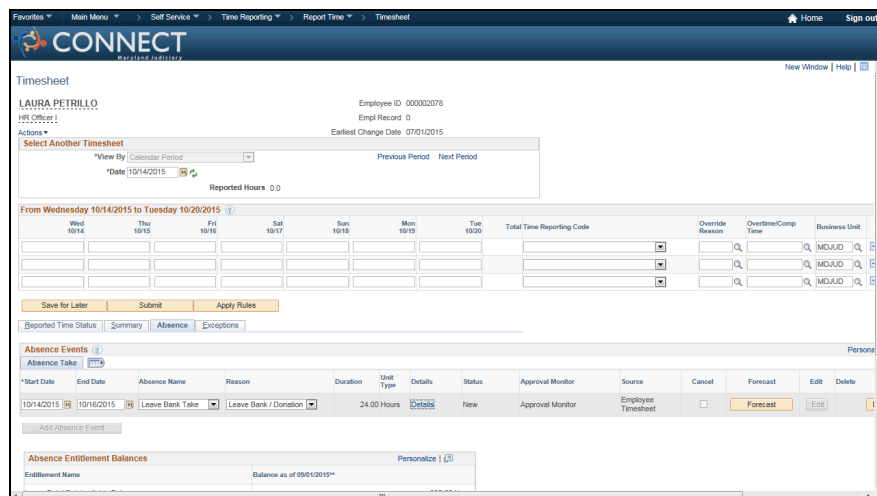
0.0

Request Absence
Self Service
Time Reporting

Step	Action	Notes
8.	Click the Absence tab. 	
9.	Click the Add Absence Event button. 	
10.	Click the Choose a date button. 	
11.	Click the Absence Name drop-down list. 	
12.	Click the Leave Bank Take list item. 	
13.	Click the Reason drop-down list. 	
14.	Click the Leave Bank / Donation list item. 	
15.	Click the Details link. 	



Step	Action	Notes
16.	Click the Calculate End Date or Duration button. 	
17.	The Duration automatically populates the hours for the absence request based on the Start and End Dates. For this example, the employee requested 3 days or 24 hours.	
18.	Click the OK button to return to the Timesheet page. 	

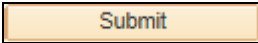


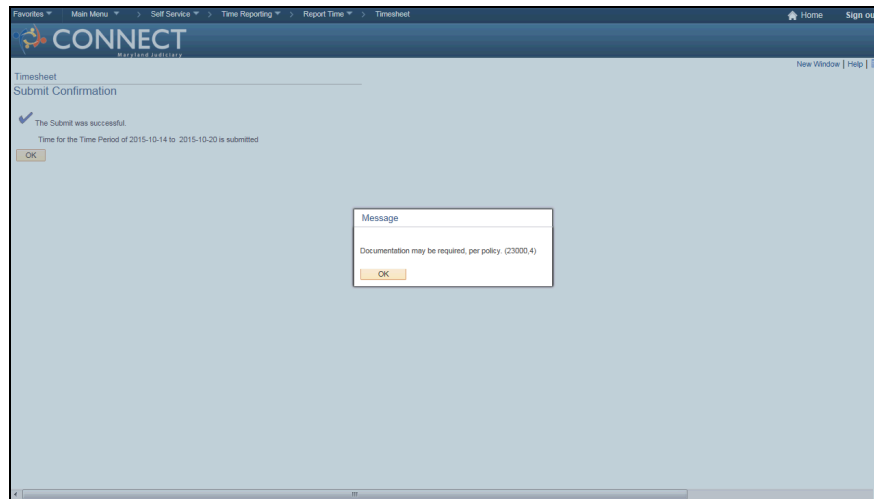
Step	Action	Notes
19.	Click the Forecast button. 	

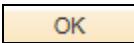
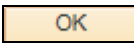


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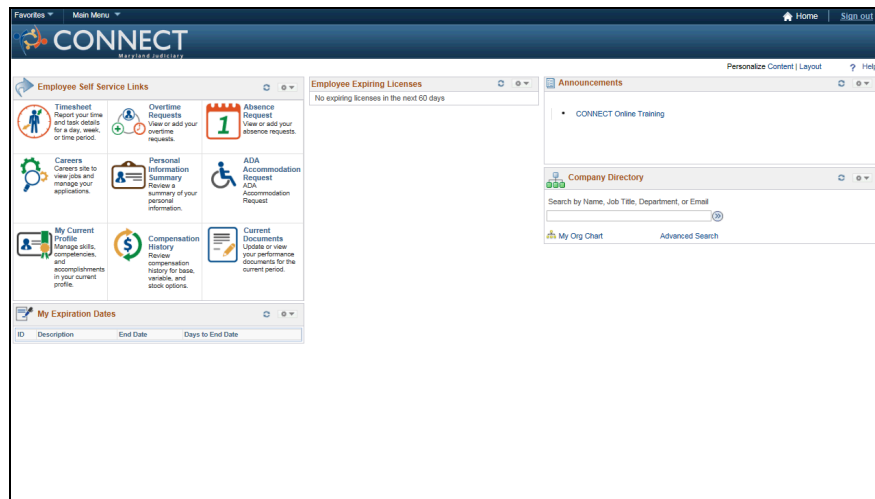
CONNECT Employee Self Service




Step	Action	Notes
20.	This message is confirming the employee has enough leave to submit the absence request.	
21.	Click the Vertical scrollbar to move down the page.	
22.	Click the Submit button. 	



Step	Action	Notes
23.	Click the OK button. 	
24.	This message is alerting you to certify the reported time is accurate. Click the OK button. 	
25.	Click the OK button. 	
26.	Click the Home link. 	



Step	Action	Notes
27.	Click the Sign out link. 	
28.	You have completed the Request Time Off from a Timesheet with Leave Bank/Donation topic. End of Procedure.	

Training Guide

Training Guide

The Training Guide PDF document is the complete CONNECT Employee Self-Service training material included in this CONNECTed online training. The digital booklet includes:

- Cover page
- Notes page
- Table of Contents
- Concept page content
- Procedures
- Glossary

Download your PDF copy!

GLOSSARY

activity	In the CONNECT Education and Learning system, activity is an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.
component	A Component is a collection of pages which are logically grouped.
current learning	In CONNECT Education and Learning, a self-service repository for all of a learner's in-progress learning activities and programs.
delivery method	In CONNECT Education and Learning, identifies the primary type of delivery method in which a particular learning activity is offered. This is primarily used to help learners search the catalog for the type of delivery from which they learn best.
learning components	The foundational building blocks of learning activities that supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	The learning environment identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft Enterprise and non-PeopleSoft Enterprise content.
planned learning	The plan learning is a self-service repository for all of a learner's planned learning activities and programs.
portal	The Portal is a single entry point to all of CONNECT business processes areas available to the user based on role security access.
search	Search is composed of <u>basic</u> and <u>advance</u> search. Both allow you to look up data based on information provided such as Employee ID or Name, or selecting options from drop-down list boxes.
Sign in	To Sign in or Log in indicates when the site opens, you type in your User ID and Password to access the secured areas.